Worldwide Inventory Internet Application

User's Guide

December 3, 1999

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Introduction

The Worldwide Real Property Inventory - Internet Application (WI-IA) was created in the mid 1950s by the Senate Appropriations Committee as a continuous system. The General Services Administration (GSA) was given the responsibility of maintaining and operating the system.

WI-IA is a fiscal year end snapshot of the real property owned and leased by federal agencies, civil and military, throughout the World. Federal land holding agencies report their real property holdings that are in force on the last day of the fiscal year to GSA. GSA edits the submitted data and updates a property database from which summary reports are produced. The summary reports are made available to Congress, Federal agencies, academic institutions, commercial firms, and private requesters. This year the summary reports were placed on the Internet from which they may be reviewed and printed. All processing related to this system is performed by commercial contract.

BA&H created and presently maintains WI-IA, an Internet application with an Oracle 8.0 database. System users may input new records, modify existing records and generate reports regarding installations, land, buildings and other structures on a real-time basis.

A relational database houses all data entered into the WI-IA. The Office of Property Disposal (PR) also utilizes this database. Sharing information benefits both offices because it provides the most accurate and timely information, reduces data entry and eliminates duplication of effort.

Organization of this Manual

This manual is organized in the following manner:

CHAPTER	DESCRIPTION
Introduction	Provides a general summary of WI-IA
Getting Started	Provides basic Windows and web browser information, document conventions, and a glossary of terms.
WWI Basics	Describes system requirements, how to access the application, logon and security information, home page and screen navigation, and on-line help.
Contacts	Provides a general description of the screen, its functions and navigation. Also, provides step-by-step viewing instructions.
What's New	Provides a general description of the screen, its functions and navigation.
Real Property Interests	Provides a general description of the screen, its functions and navigation.
Other Government Property Sites	Provides a general description of the screen, its functions and navigation.
Change Password	Provides a general description of the screen, its functions and navigation. Also, provides step-by-step instructions.
Link to Zip Codes	Provides a general description of the screen, its functions and navigation. Also, provides step-by-step viewing instructions.

CHAPTER	DESCRIPTION
Add an Installation	Provides a general description of the screen, its functions and navigation.
Add Land	Provides a general description of the screen, its functions and navigation.
Add Building	Provides a general description of the screen, its functions and navigation.
Add Structures & Facilities	Provides a general description of the screen, its functions and navigation.
Installation Details	Provides a general description of the screen, its functions and navigation.
Search for an Installation	Provides a general description of the screen, its functions and navigation. Also, provides step-by-step search instructions.
List of Installations	Provides a general description of the screen, its functions and navigation.
Modify Land	Provides a general description of the screen, its functions and navigation.
Modify Building	Provides a general description of the screen, its functions and navigation.
Modify Structures & Facilities	Provides a general description of the screen, its functions and navigation.
Modify Lease	Provides a general description of the screen, its functions and navigation.
Report Menu	Provides a general description of the screen, its functions and navigation. Also, provides step-by-step instructions.
Report Criteria	Provides a general description of the screen, its functions and navigation.
Installation Reports	Provides a general description of the screen, its functions and navigation. Also, provides step-by-step instructions for running reports.
Quality Assurance Reports	Provides a general description of the screen, its functions and navigation. Also, provides step-by-step instructions for running reports.
AD HOC Report Wizard (Overview)	Provides a general description of the screen, its functions and navigation. Also, provides step-by-step instructions for running the AD HOC Report Wizard.
Creating or Editing an AD HOC report	Provides a general description of the screen, its functions and navigation. Also, provides step-by-step instructions for creating and editing AD HOC Reports.
Run AD HOC Report	Provides a general description of the screen, its functions and navigation. Also, provides step-by-step instructions for running AD HOC Reports.

Getting Started

Document Conventions

This document utilizes the following conventions:

CUES	MEANING
[**Enter**]	When you are instructed to press a specific key or button, it is indicated by square brackets [ ] with the key or button name in bold type. For example, press [**Tab**].
SELECTION	Items available for selection appear in ALL CAPS. For example, click on ALL.

Working in Windows

The table below describes commonly used Windows terms and definitions:

TERMS/DEFINITIONS	DESCRIPTIONS
Button	A pictorial representation of an option. Select a **button** to choose the option or perform a command.
Check Box	A small, square box that appears in a dialog box and can be selected or unselected; it represents an option that can be turned "on" or "off.” When the **check box** is turned on, a check mark (√) appears in the box. When it is turned off, the box is empty. <u>NOTE</u>: This feature may also appear as a circle with a black dot (•).
Choose	To use a mouse (or the keyboard) to pick an item that initiates an action in Windows. You **choose** a command from a menu to perform tasks, or you can **choose** an icon to start an application.
Click	To press and release a mouse button quickly. If your mouse has more than one button, you will use the left mouse button with WI-IA. To **click** in a data entry field, position the mouse pointer on top of the desired location and press the left button.
Back	To exit a window or dialog box.
Click	To press and release a mouse button without moving the mouse. To select an item from a list of entry choices, position the mouse pointer on top of the item and quickly press the left mouse button twice.
Cursor	A visually distinctive mark on the screen that indicates: • Where text will be inserted when you type, or • A selectable item (e.g., icon, link). The **cursor** can either appear as a flashing vertical bar, an arrow, or a hand.

TERMS/DEFINITIONS	DESCRIPTIONS
Double Click	To rapidly press and release a mouse button twice without moving the mouse. To select an item from a list of entry choices, position the mouse pointer on top of the item and quickly press the left mouse button twice.
Drop-Down Box	A box containing a down-pointing arrow; that appears at the end of a given field. The **drop-down box** indicates that there are choices from which to select.
Icon	A pictorial image that represents an application or command. To initiate an action, click on the **icon**.
Insertion Point	The place where text will be inserted when you type. The **cursor** appears as a flashing vertical bar in an application's window or in a field.
Menu	A list of available commands in an application window. Menu names appear in the menu bar near the top of the window. You can access a **menu** by
Menu Bar	Located under the title bar, the **menu bar** displays available menus within the application.
Message Box	Displays information, warnings, error messages, or requests in a special type of dialog box.
Mouse Button	The button on the mouse that is pressed or clicked to initiate a command or function.
Scroll	To move through text (left, right, up, down) in order to see portions of the list that extend beyond the initial display.
Scroll Bar	A bar that appears at the bottom and/or right edge of a window whose contents is not entirely visible. Each **scroll bar** contains a scroll box and two scroll arrows. Click the scroll arrows to move the window horizontally or vertically.
Select	To mark an item so that a subsequent action can be carried out. You usually **select** an item by clicking it with a mouse or pressing a key.
Text Box	The area in a dialog box where text is entered. Before you are able to type, the cursor must be placed in the box.
Title Bar	The horizontal bar located at the top of each window that displays the name of the window or dialog box and the control menu.

Working with a Browser

A web browser is a software program that presents the graphical portion of the WI-IA application. Although numerous browsers are on the market, WI-IA runs most efficiently on Microsoft Internet Explorer (version 4.0 and higher), Netscape Navigator (version 3.0 and higher), and Netscape Communicator (version 4.0 and higher).

Harnessing Your Browser

Launch your web browser by double-clicking the browser icon located on your desktop. Each web site has an address or Uniform Resource Locator (URL) on the Web. Open WI-IA by typing the URL below in the Location field (located at the top-center of your browser). Press [Enter].

http://156.80.6.9/wwi

NOTE: The URL above is a temporary address. Once system testing is complete, the URL will be replaced with a permanent address.

Both Navigator and Explorer display a small picture in the upper right hand corner of the browser. When this image is animated (i.e., moving), it means that your browser software, known as a client, is accessing data from a remote computer, called a server. The server can be located across town or on another continent. Your browser downloads these remote files to your computer, then displays them on your screen. The speed of this process depends a number of factors: your modem speed, your Internet service provider's modem speed, the size of the files you are downloading, how busy the server is and the traffic on the Internet.

At the bottom of the web browser is a window known as a status bar. The status bar displays the progress of the web page transactions, such as the address of the site you are contacting, whether the host computer has been contacted and the size of the files to be downloaded.

Once the WI-IA files are downloaded and displayed in your browser, you can click on any of the links to access attached web pages.

Navigating with the Toolbar

The row of buttons at the top of your web browser, known as the toolbar, helps you travel through the web of possibilities, even keeping track of where you've been. Since the toolbars for Navigator and Explorer differ slightly, we will describe the common buttons.

The [Back] button returns you the previous page (in the history list of pages) you have already visited.

Use the [Forward] button to return to the next page in the history list.

The [Home] button takes you to whichever home page (i.e., screen) Navigator first brings to the screen each time you open a new window

The [Reload] and [Refresh] buttons assemble the web page again. Sometimes all of the elements of a web page haven't loaded the first time, because the file transfer was interrupted. Also when you download a web page, the data is cached, meaning it is stored temporarily on your computer. The next time you want that page, instead of requesting the file from the web server, your web browser just accesses it from the cache. But if a web page is updated frequently, as may be the case with news, sports scores or financial data, you won't get the most current information. By reloading the page, this timely data is updated.

The [Print] buttons lets you make a hard copy of the current document loaded in your browser.

The [Stop] button ceases the browser's loading of the current page.

Tips and Tricks:

As with most software, there is more than one way to accomplish a task. Here are a few other features to help you navigate.

WI-IA operates by using the World Wide Web (WWW); therefore, connection time may sometimes be hampered by Net congestion. If you can not connect to WI-IA quickly, use the STOP button and try again.

As you navigate browse through the WI-IA application, your browser remembers where you've been. Just look under the Go menu in Navigator and Explorer. There you'll find a history of your travels. To return to a previous place, just click on the name. Once you close your browser, your history is lost.

Glossary of Property/Government Terms

Below is a glossary of property-related terms.

TERM/NAME	DEFINITION
49 Act	Federal Property and Administrative Services Act of 1949. The primary property utilization and disposal authority for GSA. Also known as the Act, or the ’49 Act (40 U.S.C. 471 et. Seq.,).
Acquisition Cost	Cost of the real estate and all improvements to the property by the federal land holding agency, as reported on the Report of Excess (ROE), Form 118.
Appraised Fair Market Value (AFMV)	GSA reviewed and approved market value for a given property. See Fair Market Value for further explanation.
CO	Central Office, GSA Headquarters located in Washington, DC.
Excess Property	Any real and related personal property under the control of a federal agency that is not required for its needs and the discharge of its responsibilities, as determined by the head of the agency.
Fair Annual Rent	The amount reasonably expected for the rights to the agreed use of real and related personal property, as established by competition in the rental market. If market information is unavailable, it is that amount which will amortize the value of the remaining capital investment, plus a fair rate of interest return during the remaining useful life of the rented property.
Highest and Best Use	The reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest land value, produces the highest monetary return, or serves a public or institutional purpose. The highest and best use determination must be based on the property's economic potential, qualitative values (social and environmental) inherent in the property itself, and other utilization factors controlling or directly affecting land use, i.e., zoning, physical characteristics, private and pubic uses in the vicinity, neighboring improvements, utility services, access, roads, location, and environmental and historical considerations. The projected highest and best use should not be remote, speculative, or conjectural.

TERM/NAME	DEFINITION
Holding Agency	The federal agency that has custody and accountability for a given property.
Installation Number	The seven-digit number identifying the location of the installation and parts of an installation located separately from the headquarters installation.
NO	National Office, GSA Headquarters located in Washington, DC.
Office of Property Disposal (PR)	The Office of Property Disposal is responsible for developing and administering a program related to the utilization and disposal of excess and surplus real property.
Real Property	Any interest in land together with the improvements and structures and fixtures located thereon, and appurtenances thereto under the control of any federal agency. There are several exceptions to the definition that are outlined in Para. 101-47.103-12 of the CFR. Such exclusions include the public domain, lands reserved or dedicated for national forests or national park purposes, minerals in lands or portions of lands withdrawn or reserved from the public domain, and lands withdrawn or reserved from the public domain; but not including lands or portions of lands so withdrawn or reserved which the Secretary of the Interior with the concurrence of the administrator of General Services determines are not suitable for return to the public domain for disposition under the general public land laws. Also excluded are crops when designated by such agency for disposition by severance and removal from the land. Real property also includes improvements of any kind, structures and fixtures under the control of any federal agency, and standing timber and imbedded gravel, sand, and stone under the control of any federal agency. With regard to improvements in standing timber, such items can be reserved for disposal separately by the holding agency depending upon the circumstances.
Report of Excess (ROE), Form 118	Reporting of unutilized and/or underutilized federal property to the Office of Property Disposal (PR), by a federal land holding agency for disposal of Real Property under their control. It also serves as an authorization to dispose of the property.
Surplus Property	Any real property and related personal property reported as excess which has been screened for needs of federal agencies or waived from such screening by GSA, and has not been designated by GSA for utilization by another federal agency.

WI-IA Basics

System Requirements

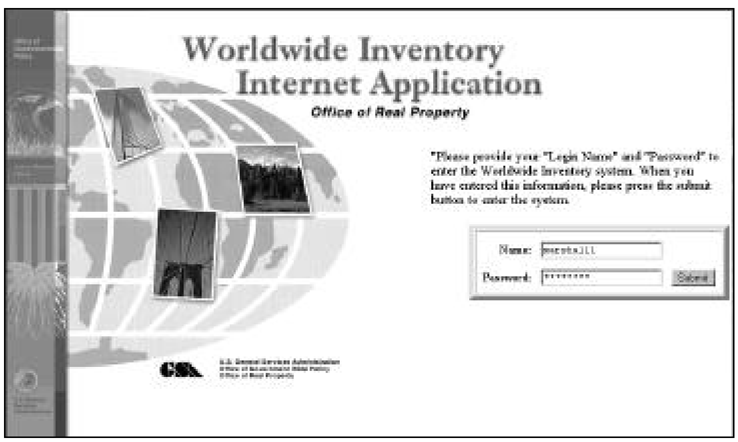
At a minimum, NetREAL requires following resources:

486/Pentium processor with a minimum of 8 megabytes of memory
32 MB RAM
256 VGA color monitor
32-bit Windows environment (i.e., Windows 95 / Windows NT 3.51 or higher)
Browser – Netscape Navigator (4.0 or higher) or Internet Explorer (4.0 or higher)

Accessing WI-IA

The WI-IA logon screen is accessible from the Internet at the following URL address: http://150.80.6.9/wwi. **Note:** This address is temporary. Once system testing is complete the URL will be replaced with a permanent address.

The WI-IA log-in screen appears below:



Data Fields

Field Name	Definition	Entry Allowed
Name	A valid user name in the WI-IA system.	Enterable (Mandatory)
Password	A valid password associated with a specific user, which allows entry into the WI-IA system.	Enterable (Mandatory)

Screen Functions

Button Name	Function
Submit	Searches WI-IA for the Name and Password entered before allowing access.

Screen Navigation

The table below describes the WI-IA logon screen navigation.

If you want to…	Then…
Access the WI-IA application	Enter a valid (user) Name and Password in the ***Login to WI-IA*** fields and then click the [Submit] button.
Access the WI-IA application, but don't have a (User) Name or Password	Contact your Systems Administrator to receive a valid (user) Name and Password for ***WI-IA***.
Move between fields	Press the [Tab] key.

Login to WI-IA

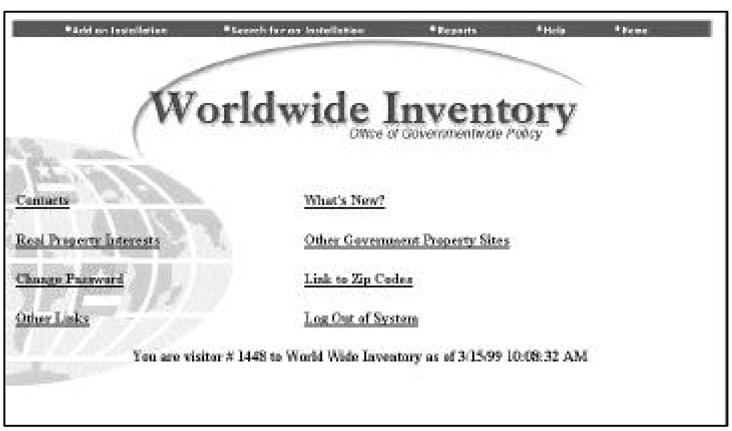
1. Enter the following URL address into the "Location" field of your Internet browser and then press [Enter]:
2. http://156.80.6.9/wwi *(NOTE: This URL is temporary. Once system testing is complete this URL will be replaced with a permanent address.)*
3. The ***WI-IA*** logon screen displays.
4. Enter a valid (user) ***Name*** and then press [Tab].
5. Enter a valid (user) ***Password***.
6. Click the [Submit] button or press the [Enter] key to complete the login process

WORLDWIDE INVENTORY HOME PAGE

You may access the WORLDWIDE INVENTORY HOME PAGE from the ***WI-IA*** log-in screen and from the content menu displayed across the top of most screens in WI-IA.

The WORLDWIDE INVENTORY HOME PAGE provides access to screens where you may add, update and search for installation data or associated information. You may also access on-line reports, link to other Government property and Real Property sites, as well as link to information on zip codes and addresses directly from ***WI-IA***.

The graphic below depicts the WORLDWIDE INVENTORY HOME PAGE.



Screen Navigation

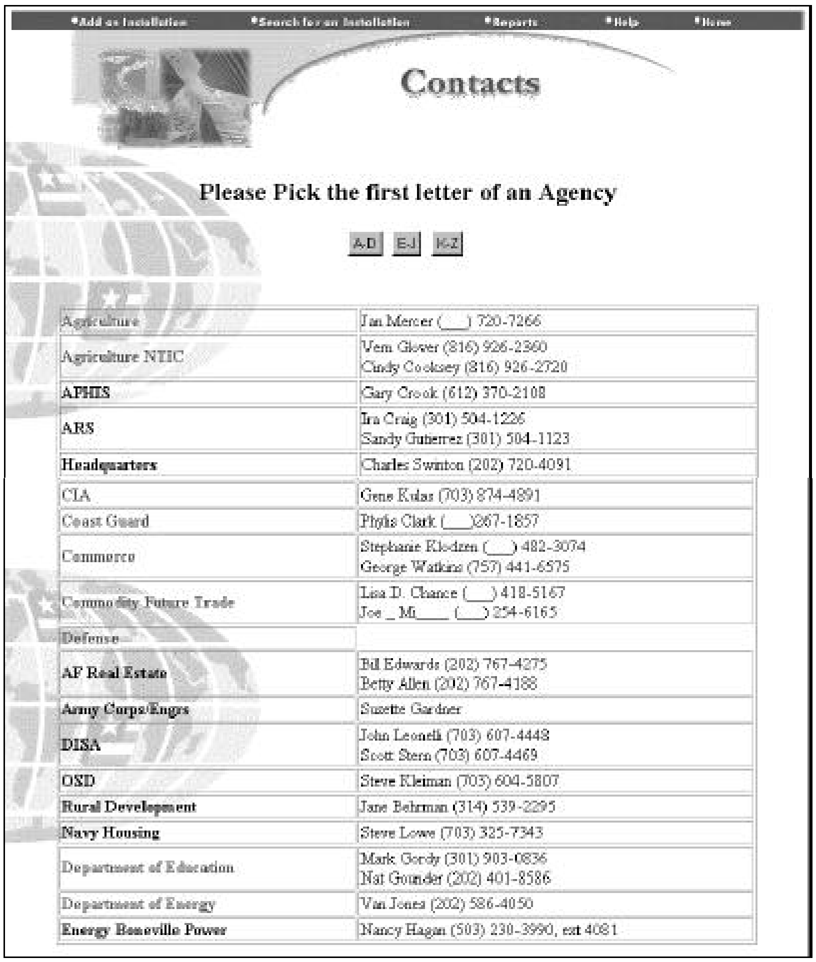
The table below describes navigation through the WORLDWIDE INVENTORY HOME PAGE screen.

If you want to…	Then…
Access other related Internet sites	Click the (underlined) link entitled ***Other Government Property Sites***, or
	Click the (underlined) link entitled ***Real Property Interests***, or
	Click the (underlined) link entitled ***Other Links***.
Add a new installation	Click the ***Add an Installation*** option on the content menu across the top of the screen.
Change your password	Click the (underlined) link entitled ***Change Password***.
Create an ad-hoc report	Click the ***Reports*** option on the content menu across the top of the screen.
Exit HELP and return to this screen	Click the  button to close the Help window.
Run standard on-line reports	Click the ***Reports*** option on the content menu across the top of the screen.
Get help	Click the ***Help*** option on the content menu across the top of the screen.
Log-out of the application	Click the (underlined) link entitled ***Log Out of System***.
Search for an installation record	Click the ***Search for an Installation*** option on the content menu across the top of the screen.
View a list of Agency contacts	Click the (underlined) link entitled ***Contacts.***
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.
View standard on-line reports	Click the ***Reports*** option on the content menu across the top of the screen.

CONTACTS

The CONTACTS screen is accessible from the ***WI-IA Home Page*** screen. The CONTACTS screen provides a listing of agency contacts. The screen displays an alphabetical listing of agency contacts. Select the agency you desire from the alphabetical grouping displayed (i.e., A-D, E-J, or K-Z), a menu of available functionality displays across the top of the screen.

Th graphic below displays the CONTACTS screen:



Screen Functions

Button Name	Function
A-D	Displays a list of contact information for agencies that fall within the alphabetical range of A-D.
E-J	Displays a list of contact information for agencies that fall within the alphabetical range of E-J.
K-Z	Displays a list of contact information for agencies that fall within the alphabetical range of K-Z.

Screen Navigation

Refer to the table below to navigate through the CONTACTS screen.

If you want to…	Then…
Exit the *CONTACTS* screen	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
View contact information for a specific agency	Click on the button that indicates the alphabetical range the agency falls within.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Viewing Agency Contacts

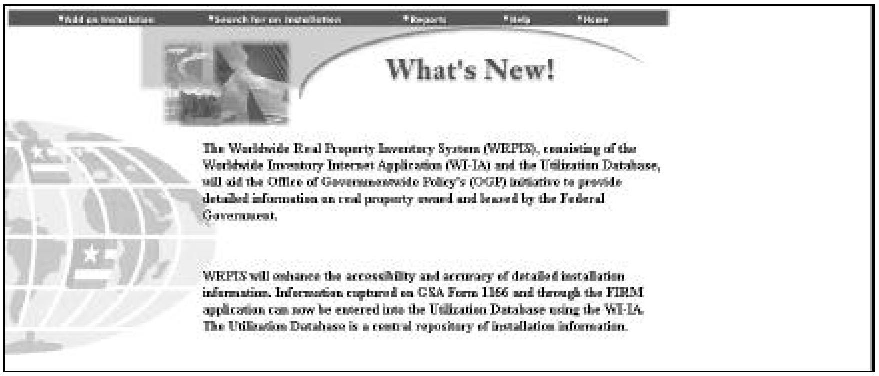
Follow the steps below to view listings of agency contacts:

1. Select the (underlined) link Contacts on the WI-IA Home Page.
2. Click the alphabetical range (i.e., A-D, E-J, or K-Z) the agency falls under.
3. Click the [Back] button on the browser tool bar until you return to the WI-IA Home Page screen, or click a menu option from the content menu across the top of the screen.

What's New

The WHAT'S NEW screen is accessible from the ***WI-IA Home Page*** screen. This screen provides background information on WI-IA. It is periodically updated with information regarding new or updated WI-IP functionality.

The graphic below depicts the WHAT'S NEW screen.



Screen Navigation

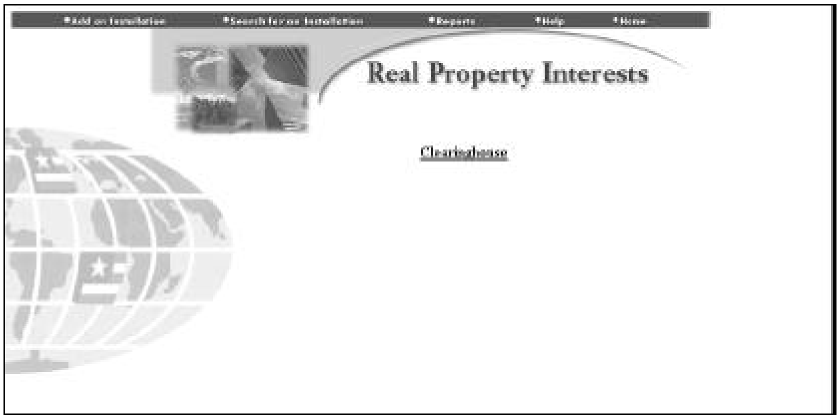
Refer to the table below to navigate through the WHAT'S NEW screen.

If you want to…	Then…
Exit the *WHAT'S NEW* screen	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

REAL PROPERTY INTERESTS

The REAL PROPERTY INTERESTS screen is accessible from the ***WI-IA Home Page*** screen. This screen provides links to additional information of interests involving *Real Property*.

The graphic below depicts the REAL PROPERTY INTERESTS screen.



Screen Navigation

The table below describes navigation through the REAL PROPERTY INTERESTS screen.

If you want to…	Then…
Exit the *REAL PROPERTY INTERESTS* screen	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
View information associated with Real Property	Click on the underlined link.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Viewing Additional Information Pertaining to Real Property

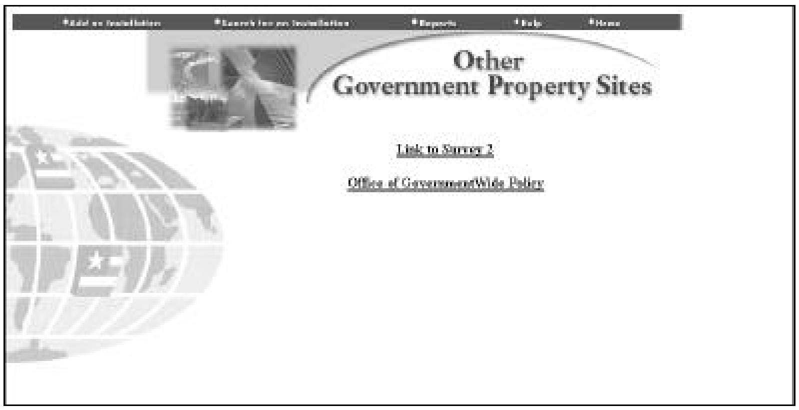
Follow the steps below to view information through links associated with Real Property interests:

1. Select the (underlined) link REAL PROPERTY INTERESTS on the WI-IA Home Page.
2. Click on the (underlined) title to link to additional Real Property information.
3. Click the [Back] button on the browser tool bar until you return to the WI-IA Home Page screen, or click a menu option from the content menu across the top of the screen

OTHER GOVERNMENT PROPERTY SITES

The OTHER GOVERNMENT PROPERTY SITES screen is accessible from the ***WI-IA Home Page*** screen. This screen provides access to other Government Property Internet sites using hyperlinks. Select the desired link and a menu of available functionality displays across the top of the screen.

The graphic below depicts the OTHER GOVERNMENT PROPERTY SITES screen.



Screen Navigation

The table below describes how to navigate through the OTHER GOVERNMENT PROPERTY SITES screen.

If you want to…	Then…
Access another Government Property site	Click on the underlined link.
Exit the *OTHER GOVERNMENT PROPERTY SITES* screen	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Accessing Another Government Property Site

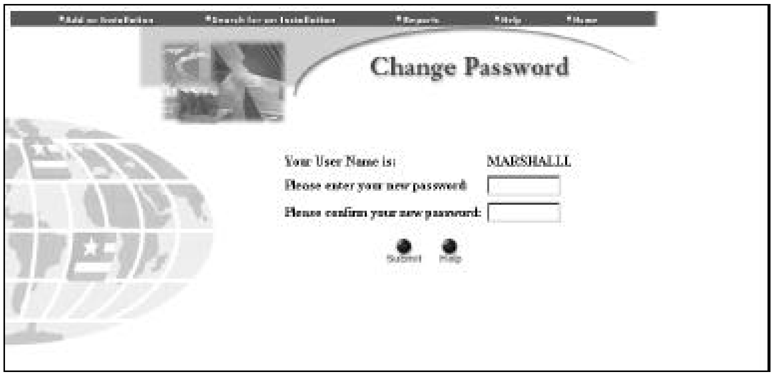
The steps below describe how to access another web site containing information on Government Property:

1. Select the (underlined) link OTHER GOVERNMENT PROPERTY SITES on the WI-IA Home Page.
2. Click on the (underlined) title to link to another web site containing Government Property information.
3. Click the [Back] button on the browser tool bar until you return to the WI-IA Home Page screen, or click a menu option from the content menu across the top of the screen.

CHANGE PASSWORD

The CHANGE PASSWORD screen is accessible from the ***WI-IA Home Page*** screen. This screen allows you to change your user password.

The graphic below depicts he CHANGE PASSWORD screen.



Data Fields

Field Name	Definition	Entry Allowed
Your User Name is	Displays the name of the User currently logged onto WI-IA.	Non-enterable
Please enter your new password	Requires a new user password.	Enterable (Mandatory)
Please confirm your new password	Requires re-entry of the new user password to confirm its spelling.	Enterable (Mandatory)

Screen Functions

Button Name	Function
Help	Provides on-line help for the CHANGE PASSWORD screen.
Submit	Updates WI-IA with the new user Password.

Screen Navigation

Refer to the table below to navigate through the CHANGE PASSWORD screen.

If you want to…	Then…
Change your user password	Enter your *new password*, type the *new password* again to confirm the previous entry and then click the [Submit] button.
Exit HELP and return to this screen	Click the X button to close the Help window.
Exit the CHANGE PASSWORD screen without changing your password	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.

If you want to…	Then…
Move between fields	Press the [Tab] key.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

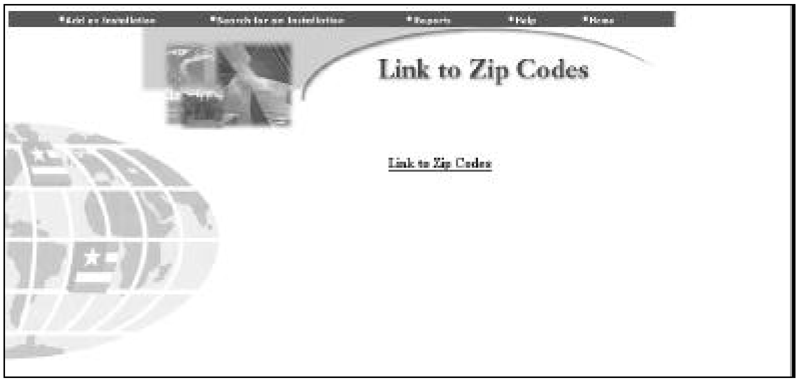
Changing your Password

1. Select the (underlined) link ***Change Password*** on the *WI-IA Home Page*.
2. Enter your new Password and then press [Tab].
3. Enter your new Password again to confirm the previous entry.
4. Click the [Submit] button to complete the password change process.
5. Click the [Back] button on the browser tool bar until you return to the ***WI-IA Home Page*** screen, or click a menu option from the content menu across the top of the screen.

LINK TO ZIP CODES

The LINK TO ZIP CODES screen is accessible from the ***WI-IA Home Page*** screen. This screen provides access to zip codes and address information.

The graphic below depicts the LINK TO ZIP CODES screen.



Screen Navigation

The table below describes navigation through the LINK TO ZIP CODES screen.

If you want to…	Then…
Access zip code or address information	Click on the underlined link.
Exit the *LINK TO ZIP CODES* screen	Click a menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Accessing Zip Code and Address Information

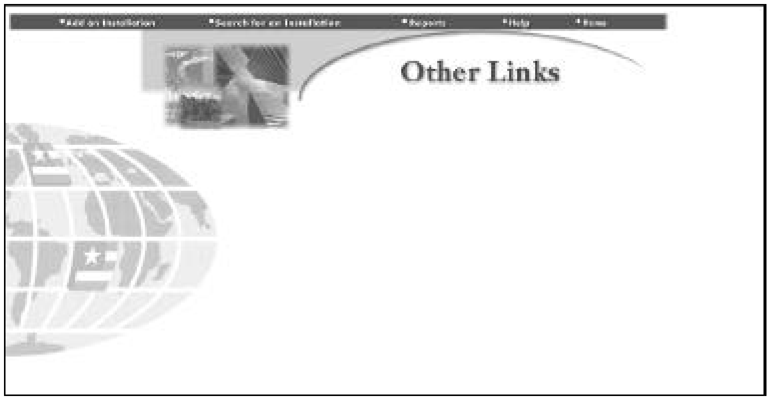
Follow the steps below to access another web site containing zip code and address information:

1. Select the underlined (link) title LINK TO ZIP CODES on the WI-IA Home Page.
2. Click on the (underlined) link to access another site containing zip code and address information.
3. Click the [Back] button on the browser tool bar until you return to the WI-IA Home Page screen, or click a menu option from the content menu across the top of the screen.

OTHER LINKS

The OTHER LINKS screen is accessible from the ***WI-IA Home Page*** screen. This screen provides up-to-date information on any new or updated WI-IP functionality.

The graphic below depicts the OTHER LINKS screen.



Screen Navigation

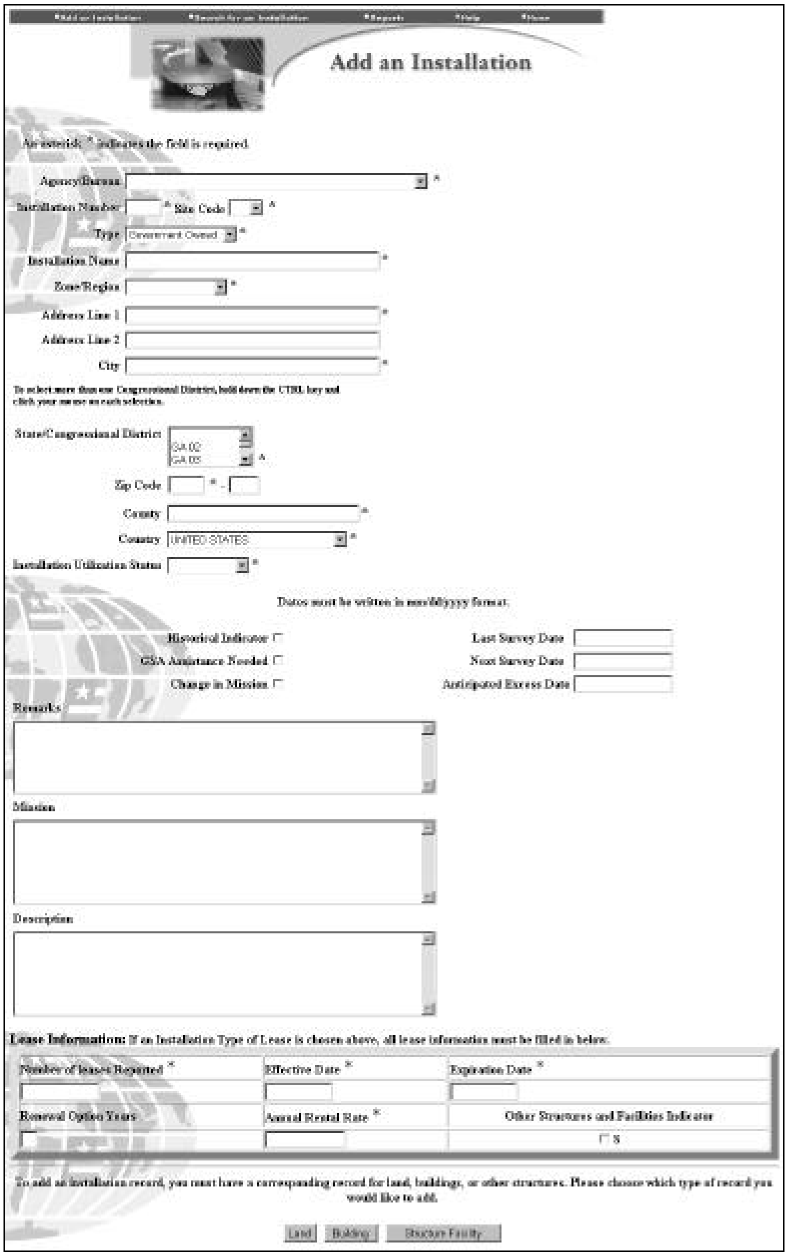
The table below describes navigation through the OTHER LINKS screen.

If you want to…	Then…
Exit the *OTHER LINKS* screen	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

ADD AN INSTALLATION

The ADD AN INSTALLATION screen is accessible from the ***WI-IA Home Page*** after selecting the ***Add an Installation*** menu option or from the content menu across the top of most screens. The ADD AN INSTALLATION screen allows you to add an installation to the Utilization

The graphic below depicts the ADD AN INSTALLATION screen.



Data Fields

Field Name	Definition	Entry Allowed
Agency/Bureau	Name of the agency and bureau (within the agency) responsible for the installation.	Selectable (Mandatory)

Field Name	Definition	Entry Allowed
Installation Number	Five digit tracking number that identifies the installation; it's part of the GSA Inventory Control Number.	Enterable (Mandatory)
Site Code	Two digit code identifying an installation as part of the GSA Inventory Control Number.	Selectable (Mandatory)
(Installation) Type	Indicates the installation type as either: • Government Owned • Leased • Trust	Selectable (Mandatory)
Installation Name	The installation name.	Enterable (Mandatory)
Zone/Region	Indicates installation's geographical boundaries in terms of zone and region.	Selectable (Mandatory)
Address Line 1	Installation's street address.	Enterable (Mandatory)
Address Line 2	Additional installation street address information.	Enterable
City	City where the installation is located.	Enterable (Mandatory)
State/Congressional District	State and congressional district where the installation is located.	Selectable (Mandatory) ***Note****: Multiple selections allowed*
Zip Code	Code representing the installation's postal delivery area.	Enterable (Mandatory)
County	County where the installation is located.	Enterable (Mandatory)
Country	Country where the installation is located.	Selectable (Mandatory)
Installation Utilization Status	Indicates the installation's status (i.e., Active, Baselined, Closed, Deferred, Exempt, or Rescheduled).	Selectable (Mandatory)
Historical Indicator	Check box indicating whether or not the installation or any portion of the installation is listed on, or is eligible for inclusion on the National Register of Historic Places.	Toggle
GSA Assistance Needed	Check box indicating whether or not GSA assistance is necessary. GSA provides assistance in the following areas: utilization surveys, relocation analyses, preparation of Standard Form 118 (Report of Excess), and disposing of installations under holding agency authority.	Toggle
Change in Mission	Check box indicating whether or not the installation's mission or use has changed.	Toggle
Last Survey Date	Date of the last survey. Dates must be written in mm/dd/yyyy format.	Enterable
Next Survey Date	Date of the next scheduled survey. Only exists if the installation is not determined to be a baseline or a deferral, and if there is a change in mission. Dates must be written in mm/dd/yyyy format.	Enterable
Anticipated Excess Date	Expected date installation will receive an excessive recommendation. Dates must be written in mm/dd/yyyy format.	Enterable

Field Name	Definition	Entry Allowed
Remarks	A necessary notation to clarify this report can be entered here.	Enterable
Mission	Indicates the installation's purpose.	Enterable
Description	Description of the installation's mission.	Enterable
Number of Leases Reported	Indicates number of leases reported.	Enterable (Mandatory if the **Installation Type** is *Leased.*)
Effective Date	The month and year the lease became effective. Dates must be written in mm/dd/yyyy format.	Enterable (Mandatory if the **Installation Type** is *Leased.*)
Expiration Date	The month and year that lease will expire. If agency has exercised a renewal option, than the expiration date of the option period is recorded in this field. Dates must be written in mm/dd/yyyy format.	Enterable (Mandatory if the **Installation Type** is *Leased.*)
Renewal Option Years	The number of years remaining in any unexercised renewal option term. This block is left blank if more than one lease is being reported.	Enterable (*Note:* Leave blank if more than one lease is being reported.)
Annual Rental Rate	Annual rental rate of leased installation to the nearest dollar.	Enterable (Mandatory)
Other Structures and Facilities Indicator	Check mark toggles to indicate whether the lease includes other structures and facilities.	Toggle

Screen Functions

Button Name	Function
Land	Provides access to the ***Add Land*** screen for the purpose of creating a corresponding land record.
Building	Provides access to the ***Add Building*** screen for the purpose of creating a corresponding building record.
Structure Facility	Provides access to the ***Add Structures & Facilities*** screen for the purpose of creating a corresponding structure and facility record.

Screen Navigation

Refer to the table below to navigate through the ADD AN INSTALLATION screen.

If you want to…	Then…
Add the data entered as a new installation record and add a corresponding *building* record	Click the [Building] button after entering, at the minimum, the mandatory fields.
Add the data entered as a new installation record and add a corresponding *land* record	Click the [Land] button after entering, at the minimum, the mandatory fields.
Add the data entered as a new installation record and add corresponding *lease* information	Verify that the **Installation Type** selected is *Leased* and enter, at the minimum, the mandatory lease information fields.

If you want to…	Then…
Add the data entered as a new installation record and add a corresponding *structure and facility* record	Click the [Structure Facility] button after entering, at the minimum, the mandatory fields.
Exit HELP and return to this screen	Click the button to close the Help window.
Exit the *ADD AN INSTALLATION* screen without saving the new data entered	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Move between fields	Press the [Tab] key.
View a listing of available field options (where applicable)	Click the down-pointing arrow next to the field and then click the desired option.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Adding a New Installation and Corresponding Record

Follow the steps below to add a new installation record and corresponding land, building, structure and facility, or lease information:

1. Select ***Add an Installation*** from the content menu across the top of the screen. The ***Add an Installation*** screen displays.

2. Enter or select data. All mandatory fields (i.e., those displaying asterisks) must be entered. (***Note***: Enter the mandatory **Leased Information** fields if "Leased" is the *Installation Type* selected.) Be sure to follow address standards and the correct format for dates and numbers.

3. Click one of the following buttons to add a corresponding land, building, or structure and facility record:

   [Land]

   [Building]

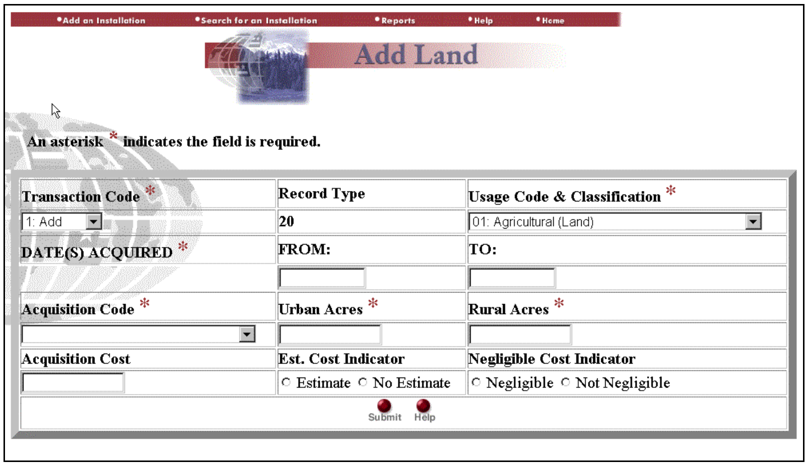
   [Structure Facility]

   NOTE: Data entry requirements for these installation types differ significantly. Please refer to the **ADD LAND**, **ADD BUILDING**, or **ADD STRUCTURES & FACILITIES** section for additional instructions.

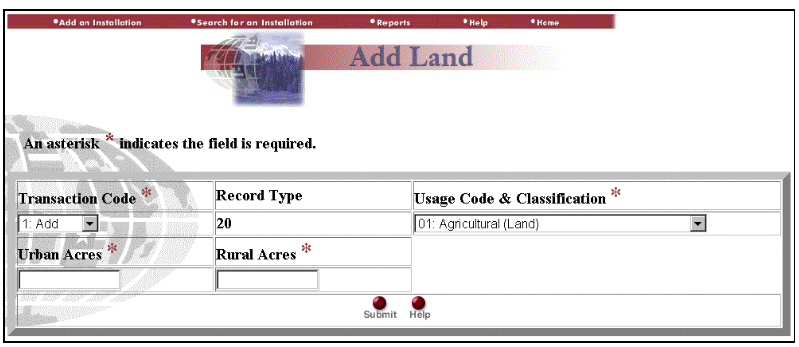
ADD LAND

The ADD LAND screen is accessible from the ***Add an Installation*** and the ***Installation Details*** screen. From this screen you may add a corresponding land record to a new or updated installation record. The data requested differs depending on which screen (i.e., *Add an Installation* or *Installation Details*) you used to access the ADD LAND screen.

The following screen appears when GOVERNMENT OWNED is selected as the Installation *Type*.



If LEASED is selected for installation *Type*, the following screen appears:



Data Fields

Field Name	Definition	Entry Allowed
(Agency/Bureau) Names	Name of the agency and bureau (within the agency) responsible for the installation.	Non-enterable
Agency Installation Code	GSA installation tracking number represented by: • The responsible agency and bureau (within the agency), • A five-digit installation number, and • A two-digit site code.	Non-enterable
Installation Name	The installation name.	Non-enterable
City	City where the installation is located.	Non-enterable
State	State where the installation is located.	Non-enterable

Field Name	Definition	Entry Allowed
Transaction Code	One of three valid conditions that are pertinent to only multiple leases.	Selectable (Mandatory)
Record Type	Numerical value representing the type of corresponding record being created (i.e., land, building or other structure and facilities record).	Non-enterable
Usage Code & Classification	ID associated with a Usage Type.	Selectable (Mandatory)
Date(s) Acquired *From*	Specifies the date the government acquired the land. Dates must be written in mm/dd/yyyy format.	Enterable (Mandatory)
Date(s) Acquired *To*	Specifies the date the government land acquisition expires. Dates must be written in mm/dd/yyyy format.	Enterable (Mandatory)
Acquisition Code	Identification code that indicates how the installation was acquired. should be left blank if property is Leased or Trust	Selectable (Mandatory) (*Note*: Leave blank if the installation is *Leased* or *Trust.* – If the value is 01, no cost should be entered – If the value is 02, entry is required in either Acquisition Cost or in Negligible Cost Indicator.)
Urban Acres	Land area to the nearest tenth of an acre for land that has a populated area of 2,500 inhabitants or more.	Enterable (Mandatory when *Rural Acres* is not entered)
Rural Acres	Land area to the nearest tenth of an acre for land that is not classified as urban.	Enterable (Mandatory when *Urban Acres* is not entered)
Acquisition Cost	Total acquisition cost of structures and other facilities, in thousands of dollars, including capitalized improvements, repairs, and alterations. Government owned buildings, on land not owned by the government, are included in the cost. Information will only be saved back to the database if the installation is*Government Owned*.	Enterable (*Note*: Leave blank if acquisition cost is less than $500 or if the acquisition code is equal to one.)
Est. Cost Indicator	Indicates whether or not the acquisition cost are estimated (i.e., estimate acquisition cost if the actual cost is unknown).	Selectable *(**Note:** Leave blank for buildings leased and in trusts.)*
Negligible Cost Indicator	Indicates whether or not the total acquisition cost is negligible (i.e., less that $500).	Selectable *(**Note:** Leave blank for buildings leased and in trusts.)*

Screen Functions

Button Name	Function
Help	Provides on-line help for the ADD LAND screen.
Submit	Adds the data entered as a new*land* record.

Screen Navigation

The table below describes navigation through the ADD LAND screen.

If you want to…	Then…
Add the data entered as a new *land* record	Click the [Submit] button after entering, at the minimum, the mandatory fields.
Exit HELP and return to this screen	Click the ✖ button to close the Help window.
Exit the *ADD LAND* screen without saving the new data entered	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Move between fields	Press the [Tab] key.
View a listing of available field options (where applicable)	Click the down-pointing arrow next to the field and then click the desired option.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Adding a Corresponding Land Record to an Installation Record

Add a corresponding land record to a new or updated installation record using the following steps:

1. Select ***Add an Installation*** from the content menu across the top of most screens or select the [Add Land] button at the bottom of the ***Installation Details*** screen. (Refer to the ***Installation Details*** section for additional information.)

2. Enter or select data on the ***Add an Installation*** screen. All mandatory fields (i.e., those displaying asterisks) must be entered. Be sure to follow address standards and the correct format for dates and numbers.

3. Click the down-pointing arrow to select a Usage Type and then click the [Add Land] buttonThe ***Add Land*** screen displays.

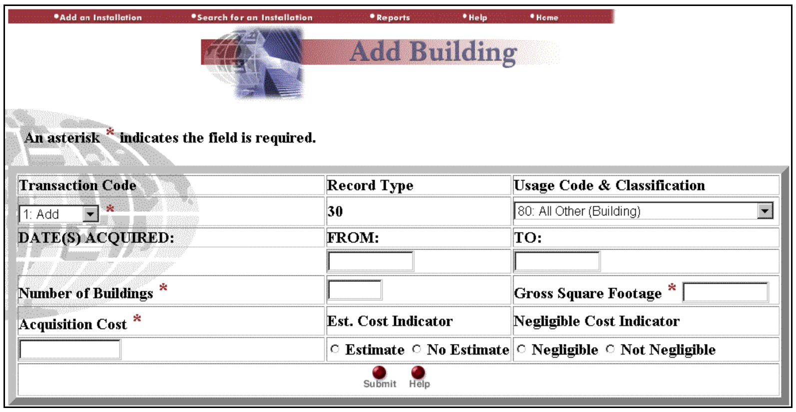
4. Enter or select data. All mandatory fields (i.e., those displaying asterisks) must be entered. Be sure to follow the correct format for dates and numbers.

5. Click the [Submit] button to add this corresponding *land* record to the installation record on the previous screen.

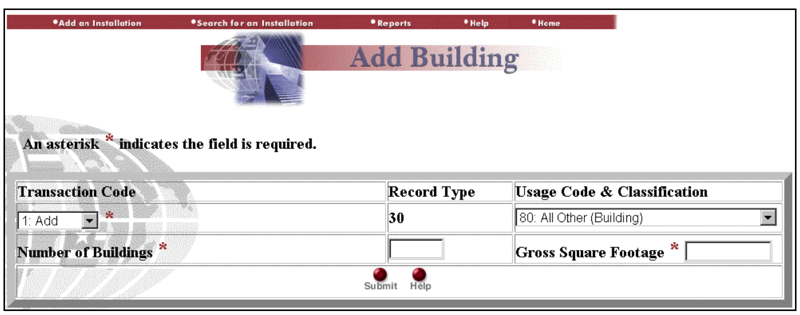
ADD BUILDING

The ADD BUILDING screen is accessible from the ***Add an Installation*** and the ***Installation Details*** screen. This screen adds a corresponding building record to a new or updated installation record.

The ADD BUILDING screen displays the data needed to add a new *building* record. The data displayed differs depending on which screen (i.e., *Add an Installation* or *Installation Details*) you used to access the ADD BUILDING screen. When GOVERNMENT OWNED is selected for installation *Type*, the following screen appears:



When LEASED is selected for installation *Type*, the following screen appears:



Data Fields

Field Name	Definition	Entry Allowed
(Agency/Bureau) Names (If applicable)	Name of the agency and bureau (within the agency) responsible for the installation.	Non-enterable
Agency Installation Code (If applicable)	GSA installation tracking number represented by: • The responsible agency and bureau (within the agency), • A five-digit installation number, and • A two-digit site code.	Non-enterable
Installation Name (If applicable)	The installation name.	Non-enterable
City (If applicable)	City where the installation is located.	Non-enterable

Field Name	Definition	Entry Allowed
State (If applicable)	State where the installation is located.	Non-enterable
Transaction Code	One of three valid conditions that are pertinent to only multiple leases.	Selectable (Mandatory)
Record Type	Numerical value representing the type of corresponding record being created (i.e., land, building or other structure and facilities record).	Non-enterable
Usage Code & Classification	ID associated with a Usage Type.	Mandatory
Date(s) Acquired From	Specifies the date the government acquired the building(s). Dates must be written in mm/dd/yyyy format.	Enterable (Mandatory)
Date(s) Acquired To	Specifies the date the government building acquisition expires. Dates must be written in mm/dd/yyyy format.	Enterable (Mandatory)
Number of Buildings	Number of buildings added to the installation.	Enterable (Mandatory)
Gross Square Footage	The total area of a building measured in Feet. Square footage is measured by the building's outside dimensions.	Enterable (Mandatory)
Acquisition Cost	Total acquisition cost of structures and other facilities, in thousands of dollars, including capitalized improvements, repairs, and alterations. Government owned buildings on land not owned by the government are included in the cost. Information will only be saved back to the database if the installation is*Government Owned*.	Enterable (*Note*: Leave blank if acquisition cost is less than $500.)
Est. Cost Indicator	Indicates whether or not the acquisition cost are estimated (i.e., estimate acquisition cost if the actual cost is unknown).	Selectable *(**Note:** Leave blank for buildings leased and in trusts.)*
Negligible Cost Indicator	Indicates whether or not the total acquisition cost is negligible (i.e., less that $500).	Selectable *(**Note:** Leave blank for buildings leased and in trusts.)*

Screen Functions

Button Name	Function
Help	Provides on-line help for the ADD BUILDING screen.
Submit	Adds the data entered as a new*building* record.

Screen Navigation

The table below describes navigation through the ADD BUILDING screen.

If you want to…	Then…
Add the data entered as a new *building* record	Click the [Submit] button after entering, at the minimum, the mandatory fields.
Exit HELP and return to this screen	Click the button to close the Help window.
Exit the *ADD BUILDING* screen without saving the new data entered	Click another menu option from the content menu across the top of the screen, or

If you want to…	Then…
	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Move between fields	Press the [Tab] key.
View a listing of available field options (where applicable)	Click the down-pointing arrow next to the field and then click the desired option.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Adding a Corresponding Building Record to an Installation Record

Add a corresponding building record to a new or updated installation record using the following steps:

1. Select ***Add an Installation*** from the content menu across the top of most screens or select the [Add Building] button at the bottom of the ***Installation Details*** screen. (Refer to the ***Installation Details*** section for additional information.)

2. Enter or select data on the ***Add an Installation*** screen. All mandatory fields (i.e., those displaying asterisks) must be entered. Be sure to follow address standards and the correct format for dates and numbers.

3. Click the down-pointing arrow to select a Usage Type and then click the [Add Building] button. The ***Add Building*** screen displays.

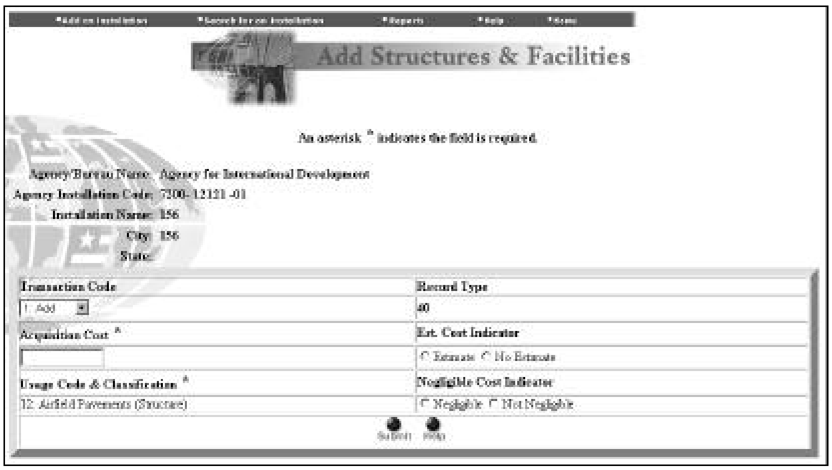
4. Enter or select data. All mandatory fields (i.e., those displaying asterisks) must be entered. Be sure to follow the correct format for dates and numbers.

5. Click the [Submit] button to add this corresponding *building* record to the installation record on the previous screen.

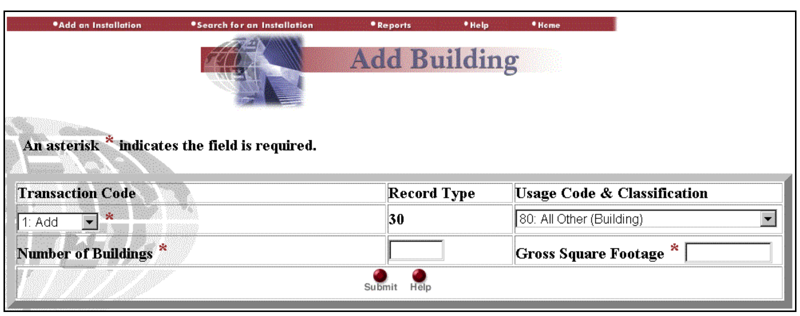
ADD STRUCTURES & FACILITIES

The ADD STRUCTURES & FACILITIES screen is accessible from the ***Add an Installation*** and the ***Installation Details*** screen. This screen adds a corresponding *structure and facility* record to a new or updated installation record.

The ADD STRUCTURES & FACILITIES screen displays the data needed to add a new structure and facility record. The data displayed differs depending on which screen (i.e., *Add an Installation* or *Installation Details*) you used to access the ADD STRUCTURES & FACILITIES screen. A menu of available functionality displays across the top of the screen. If GOVERNMENT OWNED is selected for installation *Type*, the following screen appears (note: Acquisition Cost, Est. Cost Indicator, and Negligible Cost Indicator fields):



If LEASED is selected for the installation *Type*, the following screen appears (note: Acquisition Cost, Est. Cost Indicator, and Negligible Cost Indicator fields do not appear - these fields are not relevant to leased structures):



Data Fields

Field Name	Definition	Entry Allowed
(Agency/Bureau) Names (If applicable)	Name of the agency and bureau (within the agency) responsible for the installation.	Non-enterable

Field Name	Definition	Entry Allowed
Agency Installation Code (If applicable)	GSA installation tracking number represented by: • The responsible agency and bureau (within the agency), • A five-digit installation number, and • A two-digit site code.	Non-enterable
Installation Name (If applicable)	The installation name.	Non-enterable
City (If applicable)	City where the installation is located.	Non-enterable
State (If applicable)	State where the installation is located.	Non-enterable
Transaction Code	One of three valid conditions that are pertinent to only multiple leases.	Selectable (Mandatory)
Record Type	Numerical value representing the type of corresponding record being created (i.e., land, building or other structure and facilities record).	Non-enterable
Acquisition Cost	Total acquisition cost of structures and other facilities, in thousands of dollars, including capitalized improvements, repairs, and alterations. Government owned buildings on land not owned by the government are included in the cost. Information will only be saved back to the database if the installation is *Government Owned*.	Enterable (Mandatory)
Est. Cost Indicator	Indicates whether or not the acquisition cost are estimated (i.e., estimate acquisition cost if the actual cost is unknown).	Selectable *(**Note:** Leave blank for buildings leased and in trusts.)*
Negligible Cost Indicator	Indicates whether or not the total acquisition cost is negligible (i.e., less that $500).	Selectable *(**Note:** Leave blank for buildings leased and in trusts.)*
Usage Code & Classification	ID associated with a Usage Type.	Non-enterable

Screen Functions

Button Name	Function
Help	Provides on-line help for the ADD STRUCTURES & FACILITIES screen.
Submit	Adds the data entered as a new *structure and facility* record.

Screen Navigation

Refer to the table below to navigate through the ADD STRUCTURES & FACILITIES screen.

If you want to…	Then…
Add the data entered as a new *structure and facility* record	Click the [Submit] button after entering, at the minimum, the mandatory fields.
Exit HELP and return to this screen	Click the ✖ button to close the Help window.

If you want to…	Then…
Exit the *ADD STRUCTURES & FACILITIES* screen without saving the new data entered	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Move between fields	Press the [Tab] key.
View a listing of available field options (where applicable)	Click the down-pointing arrow next to the field and then click the desired option.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Adding a Corresponding Structure and Facility Record to an Installation Record

Add a corresponding structure and facility record to a new or updated installation record using the following steps:

1. Select ***Add an Installation*** from the content menu across the top of most screens or select the [Add Other Structures and Facilities] button at the bottom of the ***Installation Details*** screen. (Refer to the ***Installation Details*** section for additional information.)

2. Enter or select data on the ***Add an Installation*** screen. All mandatory fields (i.e., those displaying asterisks) must be entered. Be sure to follow address standards and the correct format for dates and numbers.

3. Click the down-pointing arrow to select a Usage Type and then click the [Add Other Structures and Facilities] button. The ***Add Structures & Facilities*** screen displays.

4. Enter or select data. All mandatory fields (i.e., those displaying asterisks) must be entered. Be sure to follow the correct format for dates and numbers.

5. Click the [Submit] button to add this corresponding *structure and facility* record to the installation record on the previous screen.

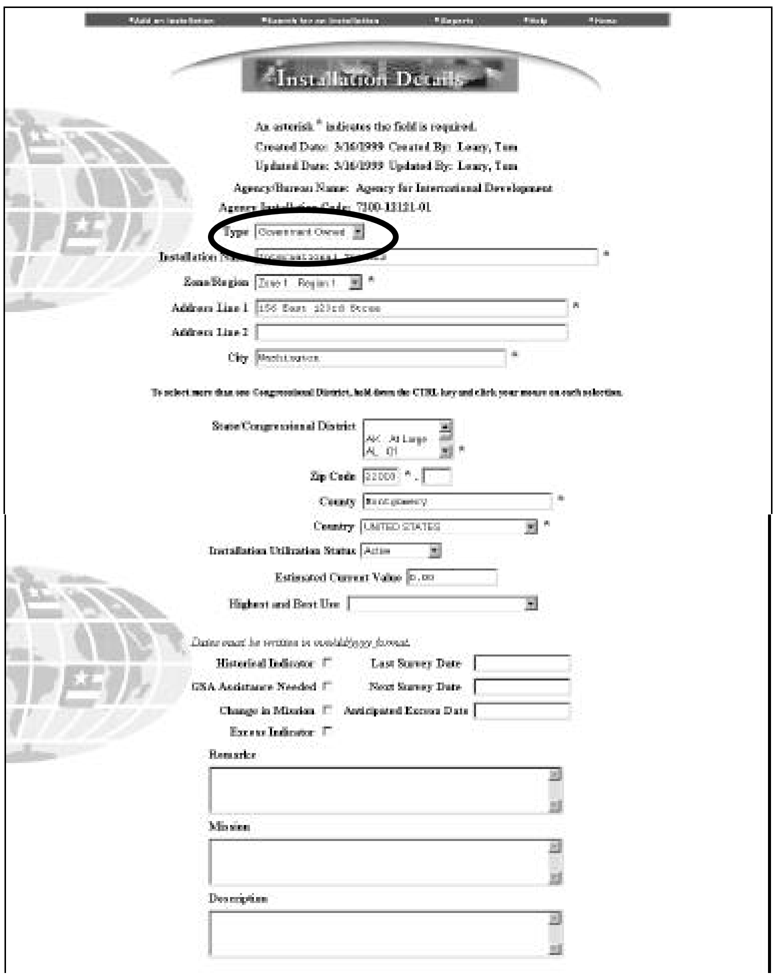
INSTALLATION DETAILS

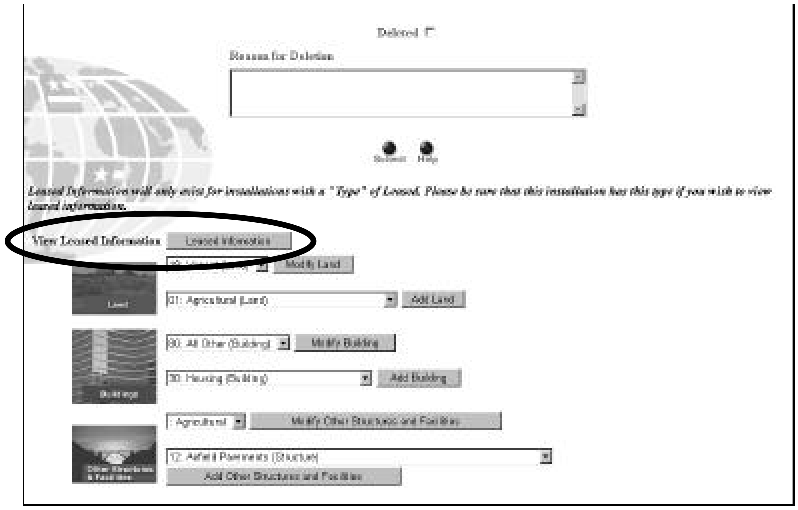
The INSTALLATION DETAILS screen is accessible from the ***List of Installations*** screen. This screen updates an existing installation record.

The INSTALLATION DETAILS screen displays the data pertaining to a specific *installation* record. A menu of available functionality displays across the top of the screen. Along the bottom of the screen are button(s) that execute the functions available for this screen. The graphic below depicts the INSTALLATION DETAILS screen.

NOTE: When entering installation information, you may only add *leased* information for installations with a *Type* of LEASED. The following error occurs when VIEW LEASED INFORMATION is selected for GOVERNMENT OWNED installations:

> "You must select an installation type of Lease
> Please make the following changes:
> You may not enter lease information until you have selected a type of Lease.
> Please press the BACK button to make your changes"





Data Fields

Field Name	Definition	Entry Allowed
Created Date	Date the current record was originally created in the system.	Non-enterable
Created By	Name of the person who originally created the record.	Non-enterable
Updated Date	Date this installation record was last updated.	Non-enterable
Updated By	Name of the person who last updated this installation record.	Non-enterable
Agency/Bureau Names	Name of the agency and bureau (within the agency) responsible for the installation.	Non-enterable
Agency Installation Code	GSA installation tracking number represented by: • The responsible agency and bureau (within the agency), • A five-digit installation number, and • A two-digit site code.	Non-enterable
(Installation) Type	Indicates the installation type as either: • Government Owned • Leased • Trust	Selectable
Installation Name	The installation name.	Enterable (Mandatory)
Zone/Region	Indicates installation's geographical boundaries in terms of zone and region.	Mandatory
Address Line 1	Installation's street address.	Mandatory
Address Line 2	Additional installation street address information.	Enterable
City	City where the installation is located.	Enterable (Mandatory)
State/Congressional District	State and congressional district where the installation is located.	Mandatory (***Note**: Multiple selections allowed*)
Zip Code	Code representing the installation's postal delivery area.	Enterable (Mandatory)
County	County where the installation is located.	Enterable (Mandatory)
Country	Country where the installation is located.	Enterable (Mandatory)

Field Name	Definition	Entry Allowed
Installation Utilization Status	Indicates the installation's status (i.e., Active, Baselined, Closed, Deferred, Exempt, or Rescheduled).	Selectable (Mandatory)
Estimated Current Value	Estimated dollar value of the installation.	Enterable
Highest and Best Use	Code indicating the best use for an installation.	Selectable
Historical Indicator	Check box indicating whether or not the installation or any portion of the installation is listed on, or is eligible for inclusion on the National Register of Historic Places.	Toggle
GSA Assistance Needed	Check box indicating whether or not GSA assistance is necessary. GSA provides assistance in the following areas: utilization surveys, relocation analyses, preparation of Standard Form 118 (Report of Excess), and disposing of installations under holding agency authority.	Toggle
Change in Mission	Check box indicating whether or not the installation's mission or use has changed.	Toggle
Excess Indicator	A check mark identifies the installation as excess to the holding Agency. In this case GSA must receive a Standard form 118.	Toggle
Last Survey Date	Date of the last survey. Dates must be written in mm/dd/yyyy format.	Enterable
Next Survey Date	Date of the next scheduled survey. Only exists if the installation is not determined to be a baseline or a deferral, and if there is a change in mission. Dates must be written in mm/dd/yyyy format.	Enterable
Anticipated Excess Date	Expected date installation will receive an excessive recommendation. Dates must be written in mm/dd/yyyy format.	Enterable
Remarks	A necessary notation to clarify this report can be entered here.	Enterable
Mission	Indicates the installation's purpose.	Enterable
Description	Description of the installation's mission.	Enterable
Deleted	Check mark toggles to indicate whether the installation has been marked for deletion.	Toggle
Reason for Deletion	Any comments or explanations concerning the reason for the deletion.	Enterable
Modify Land (Usage Types)	Displays previously selected (if any) *Land* Usage Types.	Selectable
Add Land (Usage Types)	Displays currently available *Land* Usage Types.	Selectable
Modify Building (Usage Types)	Displays previously selected (if any) *Building* Usage Types.	Selectable
Add Building (Usage Types)	Displays currently available (if any) *Building* Usage Types.	Selectable
Modify Other Structures and Facilities (Usage Types)	Displays previously selected *Structure and Facilities* Usage Types.	Selectable
Add Other Structures and Facilities (Usage Types)	Displays currently available *Structure and Facilities* Usage Types.	Selectable

Screen Functions

Button Name	Function
Add Building	Provides access to the ***Add Building*** screen for the purpose of creating a corresponding building record.
Add Land	Provides access to the ***Add Land*** screen for the purpose of creating a corresponding land record.
Add Other Structures and Facilities	Provides access to the ***Add Structures & Facilities*** screen for the purpose of creating a corresponding structure and facility record.
Modify Building	Provides access to the ***Modify Building*** screen for the purpose of making changes to an installation's corresponding building record.
Modify Land	Provides access to the ***Modify Land*** screen for the purpose of making changes to an installation's corresponding land record.
Modify Other Structures and Facilities	Provides access to the ***Modify Structures & Facilities*** screen for the purpose of making changes to an installation's corresponding structure and facility record.
View Leased Information	Provides access to the ***Modify Leased Information*** screen for the purpose of updating a leased record.

Screen Navigation

Refer to the table below to navigate through the INSTALLATION DETAILS screen.

If you want to…	Then…
Exit HELP and return to this screen	Click the  button to close the Help window.
Exit the *INSTALLATION DETAILS* screen without saving the new data entered	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Move between fields	Press the [Tab] key.
Update the installation record and add a corresponding *building* record	Enter, at the minimum, the mandatory fields, click the [Submit] button, select a Usage Type, and then click the [Add Building] button.
Update the installation record and add a corresponding *land* record	Enter, at the minimum, the mandatory fields, click the [Submit] button, select a Usage Type, and then click the [Add Land] button.
Update the installation record and add a corresponding *structure and facility* record	Enter, at the minimum, the mandatory fields, click the [Submit] button, select a Usage Type, and then click the [Structure and Facility] button.
Update the installation record and the corresponding *lease* record	Enter, at the minimum, the mandatory fields, click the [Submit] button, and then click the [Structure and Facility] button.
View a listing of available field options (where applicable)	Click the down-pointing arrow next to the field and then click the desired option.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Updating an Existing Installation Record

Follow the steps below to update an existing installation record:

1. Select ***Search for an Installation*** from the content menu across the top of most screens. (Refer to the **SEARCH FOR AN INSTALLATION** section for additional instructions.)

2. Enter or select installation search criteria on the ***Search for an Installation*** screen.

3. Click the [Submit] button to initiate the search and display the **List of Installations** screen. (Refer to the **LIST OF INSTALLATIONS** section for additional instructions.)

4. Click an (underlined) *Installation Name* to view additional information on the installation. The ***Installation Details*** screen displays.

5. Enter or select data to update the record. All mandatory fields (i.e., those displaying asterisks) must be entered. Be sure to follow address standards and the correct format for dates and numbers.

6. Click one of the following buttons to add or modify a corresponding land, building, structure and facility or lease record:

    [Add Land]

    [Add Building]

    [Add Other Structures Facilities]

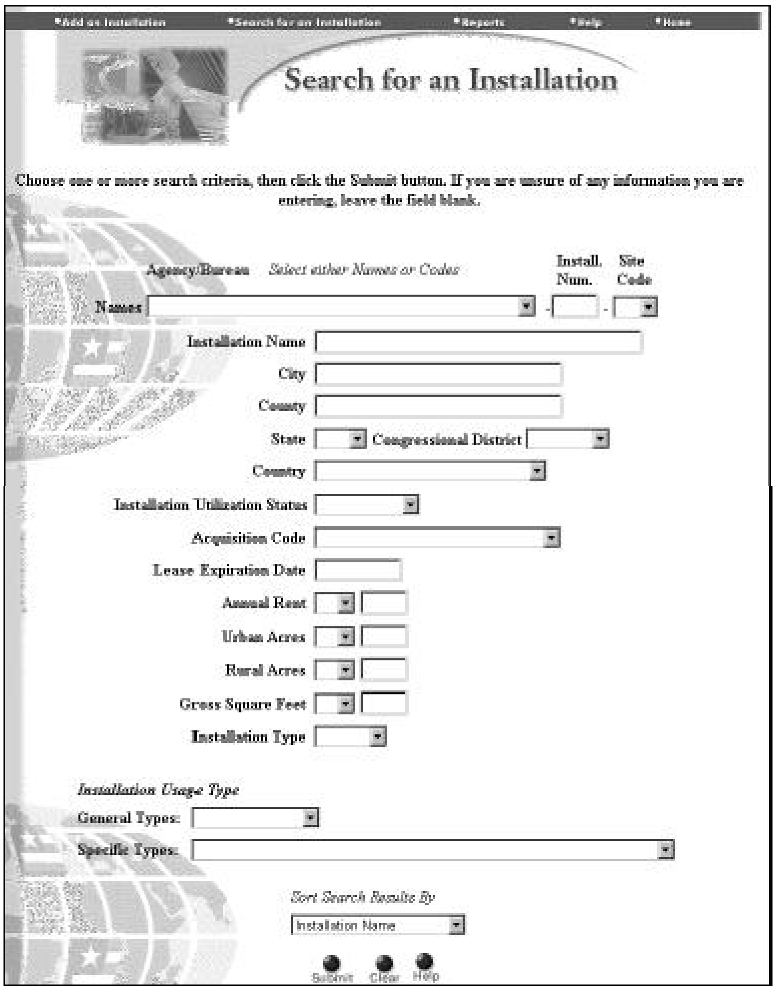
    [Leased Information]

(Refer to the ADD LAND, ADD BUILDING, ADD STRUCTURES & FACILITIES, MODIFY LAND, MODIFY BUILDING, MODIFY STRUCTURES & FACILITIES, or MODIFY LEASED INFORMATION section for additional instructions.)

SEARCH FOR AN INSTALLATION

The SEARCH FOR AN INSTALLATION screen is accessible from the ***WI-IA Home Page*** after selecting the ***Search for an Installation*** menu option or from the content menu across the top of most screens. The purpose of the SEARCH FOR AN INSTALLATION screen is to allow you to search for a specific installation record in the Utilization database.

The SEARCH FOR AN INSTALLATION screen displays the fields available to search for an *installation* record. A menu of available functionality displays across the top of the screen. Along the bottom of the screen are button(s) that execute the functions available for this screen. The graphic below depicts the SEARCH FOR AN INSTALLATION screen.



Data Fields

Field Name	Definition	Entry Allowed
(Agency/Bureau) Names	Name of the agency and bureau (within the agency) responsible for the installation.	Selectable
Install Num.	Five-digit tracking number that identifies the installation as part of the GSA Inventory Control Number.	Enterable

Field Name	Definition	Entry Allowed
Site Code	Two digit code identifying an installation as part of the GSA Inventory Control Number.	Selectable
Installation Name	The installation name.	Enterable
City	City where the installation is located.	Enterable
County	County where the installation is located.	Enterable
State	State where the installation is located.	Selectable
Congressional District	Congressional district where the installation is located.	Selectable
Country	Country where the installation is located.	Selectable
Installation Utilization Status	Indicates the installation's status (i.e., Active, Baselined, Closed, Deferred, or Rescheduled).	Selectable
Acquisition Code	Identification code that indicates how the installation was acquired.	Selectable
Lease Expiration Date	The date that the lease will expire. Dates must be written in mm/dd/yyyy format.	Enterable
Annual Rent	Annual rental rate of leased installation to the nearest dollar.	Selectable
Urban Acres	Land area to the nearest tenth of an acre for land that has a populated area of 2,500 inhabitants or more.	Selectable
Rural Acres	Land area to the nearest tenth of an acre for land that is not classified as urban.	Selectable
Gross Square Feet	The total area of a building measured in Feet. Square footage is measured by building's outside dimensions.	Selectable
Installation Type	Indicates the installation type as either: • Government Owned • Leased • Trust	Selectable
(Installation Usage Type) *General Types*	Indicates generally how the installation is used (i.e., land, building, or other structure).	Selectable
(Installation Usage Type) *Specific Types*	Indicates specifically how the installation is used (e.g., agricultural, industrial, grazing).	Selectable
Sort Search Results By	Indicates how the search results are sorted.	Selectable *(Sort default is Installation Name)*

Screen Functions

Button Name	Function
Clear	Clears data from all fields.
Help	Provides on-line help for the SEARCH FOR AN INSTALLATION screen.
Submit	Initiates the search for installation records matching the criteria entered

Screen Navigation

Refer to the table below to navigate through the SEARCH FOR AN INSTALLATION screen.

If you want to…	Then…
Clear <u>all</u> search fields	Click the [Clear] button and re-enter search data.
Exit HELP and return to this screen	Click the X button to close the Help window.

If you want to…	Then…
Exit the *SEARCH FOR AN INSTALLATION screen*	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Move between fields	Press the [Tab] key.
Search for an installation record	Enter search criteria and then click the [Submit] button.
View a listing of available field options (where applicable)	Click the down-pointing arrow next to the field and then click the desired option.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Searching for an Installation Record

Follow the steps below to search for an installation record:

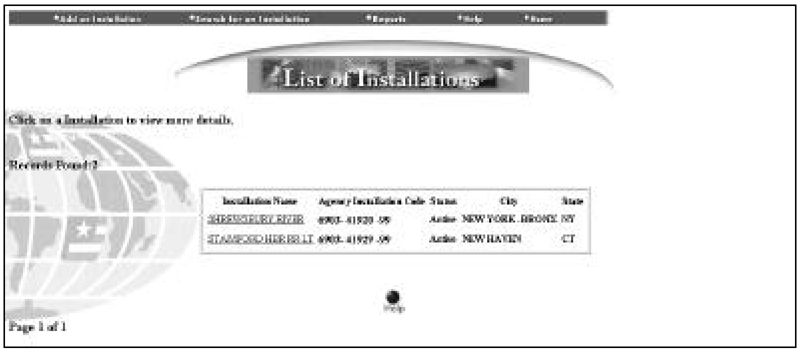
1. Select ***Search for an Installation*** from the content menu across the top of the screen.
2. Enter or select installation search criteria on the ***Search for an Installation*** screen.
3. Click the [Submit] button to initiate the search. (Refer to the **LIST OF INSTALLATIONS** section for additional instructions.)

LIST OF INSTALLATIONS

The LIST OF INSTALLATIONS screen is accessible from the ***Search for an Installation*** screen. This screen provides a listing of installations in the Utilization database.

The LIST OF INSTALLATIONS screen displays the results of the search for an *installation*. A menu of available functionality displays across the top of the screen. Along the bottom of the screen are button(s) that execute the functions available for this screen.

The graphic below depicts the LIST OF INSTALLATIONS screen.



Data Fields

Field Name	Definition	Entry Allowed
Installation Name	The installation name.	Selectable
Agency Installation Code	GSA installation tracking number represented by: • The responsible agency and bureau (within the agency), • A five-digit installation number, and • A two-digit site code.	Non-enterable
Status	Indicates the installation's status (i.e., Active, Baselined, Closed, Deferred, or Rescheduled).	Non-enterable
City	City where the installation is located.	Non-enterable
State	State where the installation is located.	Non-enterable

Screen Functions

Button Name	Function
Help	Provides on-line help for the LIST OF INSTALLATIONS screen.
Page Up (if applicable)	Displays the previous page of installation listings.
Page Down (if applicable)	Displays the next page of installation listings.

Screen Navigation

Refer to the table below to navigate through the LIST OF INSTALLATIONS screen.

If you want to…	Then…
Display additional pages of installation listings	Press the [Page Up] or [Page Down] key.

If you want to…	Then…
Exit HELP and return to this screen	Click the button to close the Help window.
Exit the *LIST OF INSTALLATIONS* screen	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Plick the [Help] button on the bottom of the screen.
View additional information on a specific installation	Click on the (underlined) Installation Name.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Display a List of Installations

Follow the steps below to display installation records:

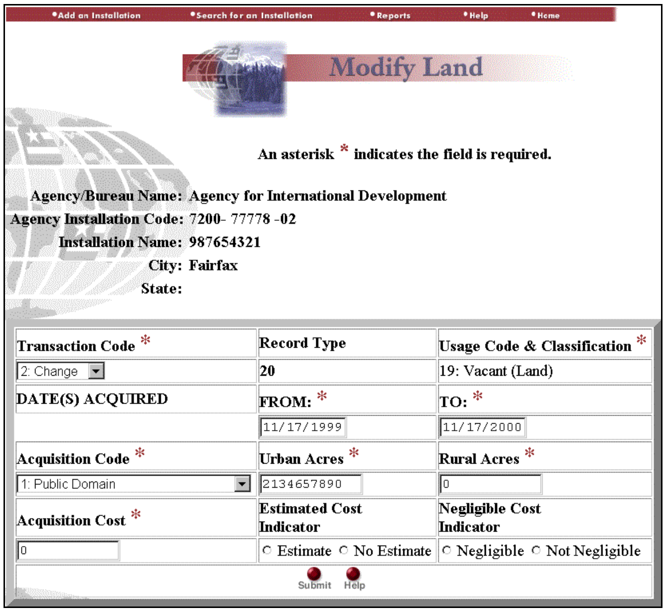
1. Select ***Search for an Installation*** from the content menu across the top of the screen.
2. Enter or select installation search criteria on the ***Search for an Installation*** screen.
3. Click the [Submit] button to initiate the search and display the **List of Installations** screen.
4. Click an (underlined) *Installation Name* to view additional information on the installation. The ***Installation Details*** screen displays.

MODIFY LAND

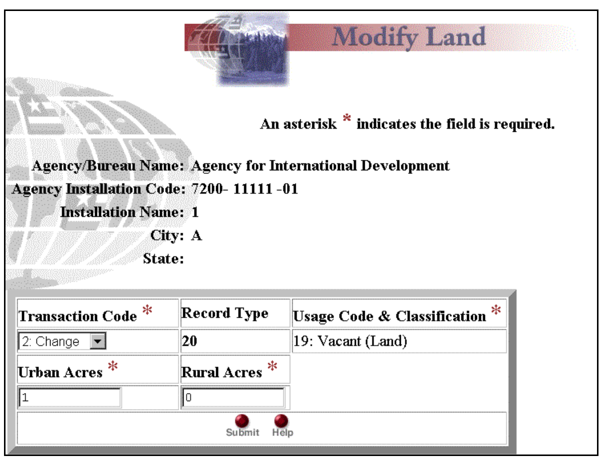
The MODIFY LAND screen is accessible from the***Installation Details*** screen if a corresponding land record was previously added to an installation. This screen makes changes to an existing land record.

The MODIFY LAND screen displays the land data available for updating. A menu of available functionality displays across the top of the screen. Along the bottom of the screen are button(s) that execute the functions available for this screen.

When GOVERNMENT OWNED is selected for installation*Type*, the following screen appears:



When LEASED is selected for installation*Type*, the following screen appears:



Data Fields

Field Name	Definition	Entry Allowed
(Agency/Bureau) Names (where applicable)	Name of the agency and bureau (within the agency) responsible for the installation.	Non-enterable
Agency Installation Code (where applicable)	GSA installation tracking number represented by: • The responsible agency and bureau (within the agency), • A five-digit installation number, and • A two-digit site code.	Non-enterable
Installation Name (where applicable)	The installation name.	Non-enterable
City (where applicable)	City where the installation is located.	Non-enterable
State (where applicable)	State where the installation is located.	Non-enterable
Transaction Code	One of three valid conditions that are pertinent to only multiple leases.	Selectable (Mandatory)
Record Type	Numerical value representing the type of corresponding record being created (i.e., land, building or other structure and facilities record).	Non-enterable
Usage Code & Classification	ID associated with a Usage Type.	Selectable (Mandatory)
Date(s) Acquired *From*	Specifies the date the government acquired the land. Dates must be written in mm/dd/yyyy format.	Enterable (Mandatory)
Date(s) Acquired *To*	Specifies the date the government land acquisition expires. Dates must be written in mm/dd/yyyy format.	Enterable (Mandatory)
Acquisition Code	Identification code that indicates how the installation was acquired.	Selectable (Mandatory) (*Note*: Leave blank if the installation is *Leased* or *Trust.* – If the value is 01, no cost should be entered – If the value is 02, entry is required in either Acquisition Cost or in Negligible Cost Indicator.)
Urban Acres	Land area to the nearest tenth of an acre for land that has a populated area of 2,500 inhabitants or more.	Enterable (Mandatory when *Rural Acres* is not entered)
Rural Acres	Land area to the nearest tenth of an acre for land that is not classified as urban.	Enterable (Mandatory when *Urban Acres* is not entered)

Field Name	Definition	Entry Allowed
Acquisition Cost	Total acquisition cost of structures and other facilities, in thousands of dollars, including capitalized improvements, repairs, and alterations. Government owned buildings, on land not owned by the government, are included in the cost. Information will only be saved back to the database if the installation is *Government Owned*.	Enterable (*Note*: Leave blank if acquisition cost is less than $500 or if the acquisition code is equal to one.)
Est. Cost Indicator	Indicates whether or not the acquisition cost are estimated (i.e., estimate acquisition cost if the actual cost is unknown).	Selectable *(**Note:** Leave blank for buildings leased and in trusts.)*
Negligible Cost Indicator	Indicates whether or not the total acquisition cost is negligible (i.e., less that $500).	Selectable *(**Note:** Leave blank for buildings leased and in trusts.)*

Screen Functions

Button Name	Function
Help	Provides on-line help for the MODIFY LAND screen.
Submit	Updates the *land* record with the modified data.

Screen Navigation

Refer to the table below to navigate through the MODIFY LAND screen.

If you want to…	Then…
Exit HELP and return to this screen	Click the  button to close the Help window.
Exit the *MODIFY LAND* screen without saving the new data entered	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Move between fields	Press the [Tab] key.
Updates the *land* record with the modified data	Click the [Submit] button after entering, at the minimum, the mandatory fields.
View a listing of available field options (where applicable)	Click the down-pointing arrow next to the field and then click the desired option.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Modify an Existing Land Record

Follow the steps below to modify an existing land record:

1. Select ***Search for an Installation*** from the content menu across the top of the screen.

2. Enter or select installation search criteria on the ***Search for an Installation*** screen.

3. Click the [Submit] button to initiate the search and display the ***List of Installations*** screen.

4. Click an (underlined) *Installation Name* to view additional information on the installation. The ***Installation Details*** screen displays.

5. Click the down-pointing arrow to select a Usage Type and then click the [Modify Land] button. The **MODIFY LAND** screen displays.

6. Enter or select data. All mandatory fields (i.e., those displaying asterisks) must be entered. Be sure to follow the correct format for dates and numbers.

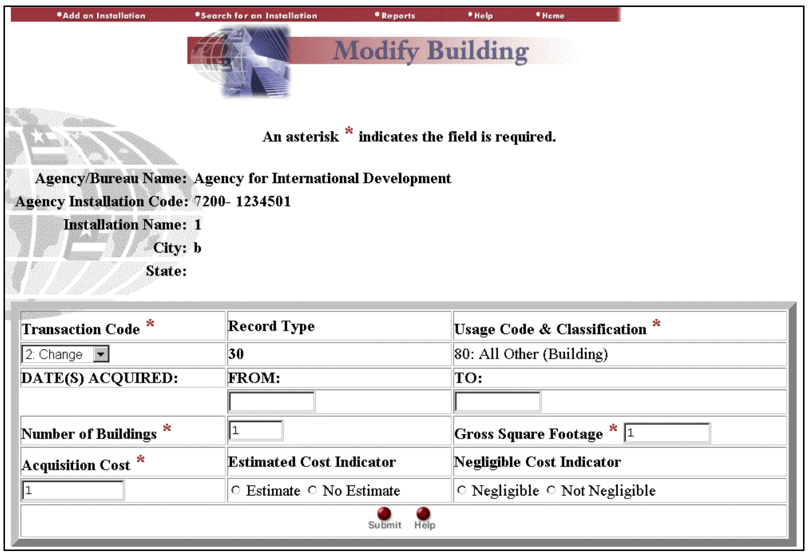
7. Click the [Submit] button to update the *land* record.

MODIFY BUILDING

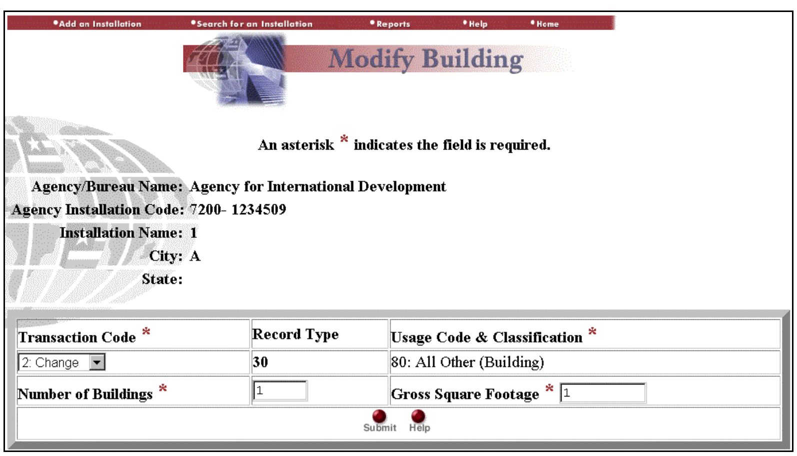
The MODIFY BUILDING screen is accessible from the ***Installation Details*** screen if a corresponding building record was previously added to an installation. The purpose of the MODIFY BUILDING screen is to allow you to make changes to an existing building record.

The MODIFY BUILDING screen displays the building data available for updating. A menu of available functionality displays across the top of the screen. Along the bottom of the screen are button(s) that execute the functions available for this screen.

When GOVERNMENT OWNED is selected as installation *Type*, the following screen appears:



When LEASED is selected for installation *Type*, the following screen appears:



Data Fields

Field Name	Definition	Entry Allowed
(Agency/Bureau) Names (If applicable)	Name of the agency and bureau (within the agency) responsible for the installation.	Non-enterable
Agency Installation Code (If applicable)	GSA installation tracking number represented by: • The responsible agency and bureau (within the agency), • A five-digit installation number, and • A two-digit site code.	Non-enterable
Installation Name (If applicable)	The installation name.	Non-enterable
City (If applicable)	City where the installation is located.	Non-enterable
State (If applicable)	State where the installation is located.	Non-enterable
Transaction Code	One of three valid conditions that are pertinent to only multiple leases.	Selectable (Mandatory)
Record Type	Numerical value representing the type of corresponding record being created (i.e., land, building or other structure and facilities record).	Non-enterable
Usage Code & Classification	ID associated with a Usage Type.	Mandatory
Date(s) Acquired From	Specifies the date the government acquired the building(s). Dates must be written in mm/dd/yyyy format.	Enterable (Mandatory)
Date(s) Acquired To	Specifies the date the government building acquisition expires. Dates must be written in mm/dd/yyyy format.	Enterable (Mandatory)
Number of Buildings	Number of buildings added to the installation.	Enterable (Mandatory)
Gross Square Footage	The total area of a building measured in Feet. Square footage is measured by the building's outside dimensions.	Enterable (Mandatory)
Acquisition Cost	Total acquisition cost of structures and other facilities, in thousands of dollars, including capitalized improvements, repairs, and alterations. Government owned buildings on land not owned by the government are included in the cost. Information will only be saved back to the database if the installation is *Government Owned*.	Enterable (*Note*: Leave blank if acquisition cost is less than $500.)
Est. Cost Indicator	Indicates whether or not the acquisition cost are estimated (i.e., estimate acquisition cost if the actual cost is unknown).	Selectable *(**Note:** Leave blank for buildings leased and in trusts.)*
Negligible Cost Indicator	Indicates whether or not the total acquisition cost is negligible (i.e., less that $500).	Selectable *(**Note:** Leave blank for buildings leased and in trusts.)*

Screen Functions

Button Name	Function
Help	Provides on-line help for the MODIFY BUILDING screen.
Submit	Updates the *building* record with the modified data.

Screen Navigation

Refer to the table below to navigate through the MODIFY BUILDING screen.

If you want to…	Then…
Exit HELP and return to this screen	Click the button to close the Help window.
Exit the *MODIFY BUILDING* screen without saving the new data entered	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Move between fields	Press the [Tab] key.
Updates the *building* record with the modified data	Click the [Submit] button after entering, at the minimum, the mandatory fields.
View a listing of available field options (where applicable)	Click the down-pointing arrow next to the field and then click the desired option.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Modify an Existing Building Record

Follow the steps below to modify an existing building record:

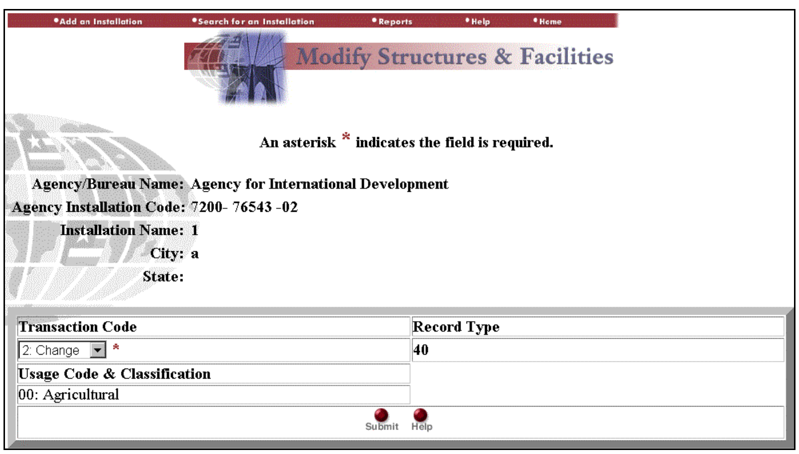
1. Select ***Search for an Installation*** from the content menu across the top of the screen.
2. Enter or select installation search criteria on the ***Search for an Installation*** screen.
3. Click the [Submit] button to initiate the search and display the ***List of Installations*** screen.
4. Click an (underlined) *Installation Name* to view additional information on the installation. The ***Installation Details*** screen displays.
5. Click the down-pointing arrow to select a Usage Type and then click the [Modify Building] button. The **MODIFY BUILDING** screen displays.
6. Enter or select data. All mandatory fields (i.e., those displaying asterisks) must be entered. Be sure to follow the correct format for dates and numbers.
7. Click the [Submit] button to update the *building* record.

MODIFY STRUCTURES & FACILITIES

The MODIFY STRUCTURES & FACILITIES screen is accessible from the ***Installation Details*** screen if a corresponding structure and facility record was previously added to an installation. The purpose of the MODIFY STRUCTURES & FACILITIES screen is to allow you to make changes to an existing structure and facility record.

The MODIFY STRUCTURES & FACILITIES screen displays the structure and facility data available for updating. A menu of available functionality displays across the top of the screen. Along the bottom of the screen are button(s) that execute the functions available for this screen. When GOVERNMENT OWNED is selected for installation*Type*, the following screen appears:

When LEASED is selected for installation*Type*, the following screen appears:



Data Fields

Field Name	Definition	Entry Allowed
(Agency/Bureau) Names (If applicable)	Name of the agency and bureau (within the agency) responsible for the installation.	Non-enterable

Field Name	Definition	Entry Allowed
Agency Installation Code (If applicable)	GSA installation tracking number represented by: • The responsible agency and bureau (within the agency), • A five-digit installation number, and • A two-digit site code.	Non-enterable
Installation Name (If applicable)	The installation name.	Non-enterable
City (If applicable)	City where the installation is located.	Non-enterable
State (If applicable)	State where the installation is located.	Non-enterable
Transaction Code	One of three valid conditions that are pertinent to only multiple leases.	Selectable (Mandatory)
Record Type	Numerical value representing the type of corresponding record being created (i.e., land, building or other structure and facilities record).	Non-enterable
Acquisition Cost	Total acquisition cost of structures and other facilities, in thousands of dollars, including capitalized improvements, repairs, and alterations. Government owned buildings on land not owned by the government are included in the cost. Information will only be saved back to the database if the installation is *Government Owned*.	Enterable (Mandatory)
Est. Cost Indicator	Indicates whether or not the acquisition cost are estimated (i.e., estimate acquisition cost if the actual cost is unknown).	Selectable *(**Note:** Leave blank for buildings leased and in trusts.)*
Negligible Cost Indicator	Indicates whether or not the total acquisition cost is negligible (i.e., less that $500).	Selectable *(**Note:** Leave blank for buildings leased and in trusts.)*
Usage Code & Classification	ID associated with a Usage Type.	Non-enterable

Screen Functions

Button Name	Function
Help	Provides on-line help for the MODIFY STRUCTURES & FACILITIES screen.
Submit	Updates the *structure and facility* record with the modified data.

Screen Navigation

Refer to the table below to navigate through the MODIFY STRUCTURES & FACILITIES screen.

If you want to…	Then…
Exit HELP and return to this screen	Click the  button to close the Help window.

If you want to…	Then…
Exit the *MODIFY STRUCTURES & FACILITIES* screen without saving the new data entered	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Move between fields	Press the [Tab] key.
Updates the *structure and facility* record with the modified data	Click the [Submit] button after entering, at the minimum, the mandatory fields.
View a listing of available field options (where applicable)	Click the down-pointing arrow next to the field and then click the desired option.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Modify an Existing Structure and Facility Record

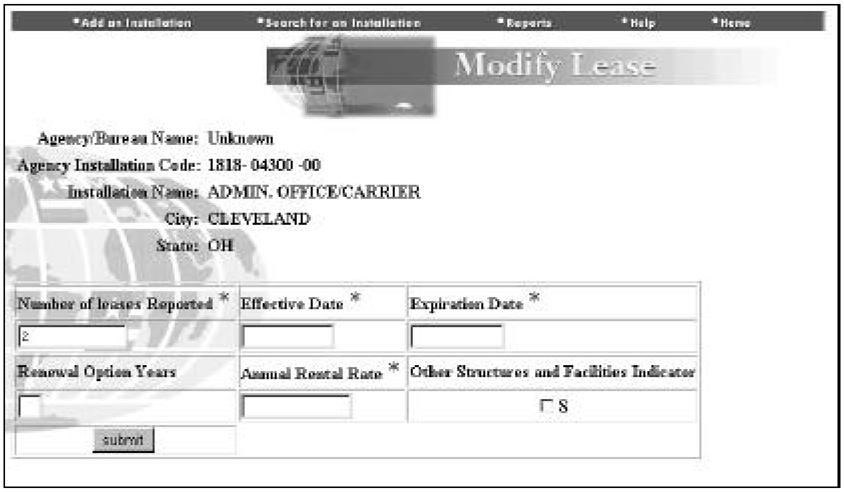
Follow the steps below to modify an existing structure and facility record:

1. Select ***Search for an Installation*** from the content menu across the top of the screen.
2. Enter or select installation search criteria on the ***Search for an Installation*** screen.
3. Click the [Submit] button to initiate the search and display the ***List of Installations*** screen.
4. Click an (underlined) *Installation Name* to view additional information on the installation. The ***Installation Details*** screen displays.
5. Click the down-pointing arrow to select a Usage Type and then click the [Modify Structures & Facilities] button. The **MODIFY STRUCTURES & FACILITIES** screen displays.
6. Enter or select data. All mandatory fields (i.e., those displaying asterisks) must be entered. Be sure to follow the correct format for dates and numbers.
7. Click the [Submit] button to update the *structure and facility* record.

MODIFY LEASE

The MODIFY LEASE screen is accessible from the ***Installation Details*** screen, but only when the **Installation Type** selected is *Leased.* This screen makes changes to *lease information* associated with an updated installation record.

The graphic below depicts the MODIFY LEASE screen.



Data Fields

Field Name	Definition	Entry Allowed
(Agency/Bureau) Names	Name of the agency and bureau (within the agency) responsible for the installation.	Non-enterable
Agency Installation Code	GSA installation tracking number represented by: • The responsible agency and bureau (within the agency), • A five-digit installation number, and • A two-digit site code.	Non-enterable
Installation Name	The installation name.	Non-enterable
City	City where the installation is located.	Non-enterable
State	State where the installation is located.	Non-enterable
Number of Leases Reported	Indicates number of leases reported.	Enterable (Mandatory if the **Installation Type** is *Leased.*)
Effective Date	The date the lease became effective.Only information for the current year should be reported. Dates must be written in mm/dd/yyyy format.	Enterable (Mandatory)
Expiration Date	The date that lease will expire. Itshould be later than September 30 of the current year. If agency has exercised a renewal option, than the expiration date of the option period is recorded in this field. Dates must be written in mm/dd/yyyy format.	Enterable (Mandatory)
Renewal Option Years	The number of years remaining in any unexercised renewal option term. This block is left blank if more than one lease is being reported.	Enterable (*Note:* Leave blank if more than one lease is being reported.)

Field Name	Definition	Entry Allowed
Annual Rental Rate	Annual rental rate of leased installation to the nearest dollar.	Enterable (Mandatory)
Other Structures and Facilities Indicator	The letter "S" is selected if the lease includes other structures and facilities.	Toggle

Screen Functions

Button Name	Function
Help	Provides on-line help for the MODIFY LEASE screen.
Submit	Saves the data entered as an updated *leased information* record.

Screen Navigation

Refer to the table below to navigate through the MODIFY LEASE screen.

If you want to…	Then…
Exit HELP and return to this screen	Click the X button to close the Help window.
Exit the *MODIFY LEASE* screen without saving the new data entered	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Move between fields	Press the [Tab] key.
Update the *lease information* record.	Click the [Submit] button after entering, at the minimum, the mandatory fields.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Modifying an Existing Lease Record Information Record

Follow the steps below to modify an existing lease record (**Note**: The **Installation Type** selected must be "*Leased*" in order to access this screen.):

1. Select ***Search for an Installation*** from the content menu across the top of most screens. (Refer to the **SEARCH FOR AN INSTALLATION** section for additional instructions.)

2. Enter or select installation search criteria on the ***Search for an Installation*** screen.

3. Click the [Submit] button to initiate the search and display the **List of Installations** screen. (Refer to the **LIST OF INSTALLATIONS** section for additional instructions.)

4. Click an (underlined) *Installation Name* to view additional information on the installation. The ***Installation Details*** screen displays. (Refer to the **INSTALLATION DETAILS** section for additional instructions.)

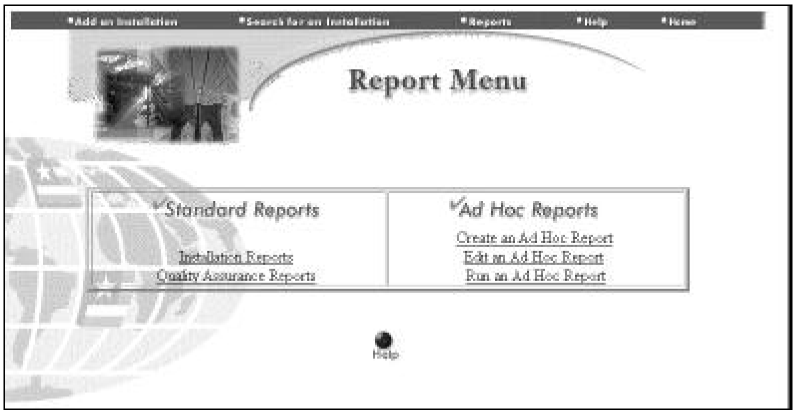
5. Click the [Leased Information] button on the ***Installation Details*** screen. The ***Modify Lease*** screen displays. (***Note***: if you receive an error at this point, click the [Back] button on the browser and verify the **Installation Type** is "Leased." If it needs to be changed to "Leased" be sure to click the [Submit] button at the bottom of the Installation Details screen before trying to view lease information again.)

6. Enter or select the data you want to modify. All mandatory fields (i.e., those displaying asterisks) must be entered. Be sure to follow address standards and the correct format for dates and numbers.

REPORT MENU

The REPORT MENU screen is accessible from the WI-IA Home Page after selecting the ***Reports*** option. This screen provides access to a variety of standard reports, as well as an ad hoc report-generating tool (to create, edit, or run ad hoc reports). The REPORT MENU screen contains links to standard on-line reports, as well as links that provide the ability to create, edit and, run reports based upon your selections. A menu of available functionality displays across the top of the screen. Along the bottom of the screen are button(s) that execute the functions available for this screen.

The graphic below depicts the REPORT MENU screen.



Screen Functions

Button Name	Function
Help	Provides on-line help for the REPORT MENU screen.

Screen Navigation

Refer to the table below to navigate through the REPORT MENU screen.

If you want to…	Then…
Build a new (ad hoc) report based upon criteria you select	Position your cursor on the underlined title ***Create an Ad Hoc Report*** and click the mouse.
Edit an existing ad hoc report that you created	Position your cursor on the underlined title ***Edit an Ad Hoc Report*** and click the mouse.
Exit HELP and return to this screen	Click the ✕ button to close the Help window.
Exit the *REPORT MENU* screen	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
Run an existing ad hoc report	Position your cursor on the underlined title ***Run an Ad Hoc Report*** and click the mouse.
Get screen specific help	Click the [Help] button on the bottom of the screen.

If you want to…	Then…
View a list of standard installation reports	Position your cursor on the underlined title ***Installation Reports*** and click the mouse.
View a list of standard quality assurance reports	Position your cursor on the underlined title ***Quality Assurance Reports*** and click the mouse.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Accessing Standard and Ad Hoc Reports

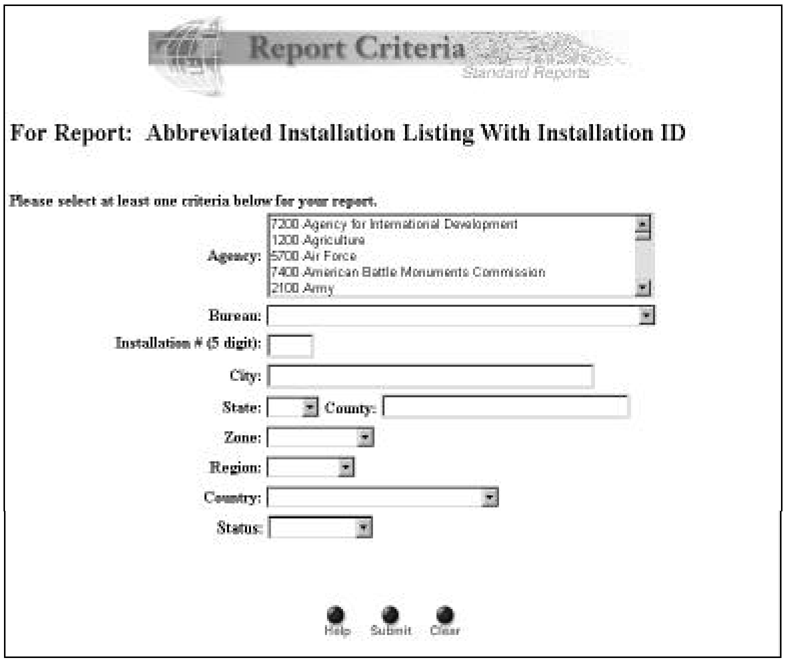
Follow the steps below to access screens that allow you to create, view, and run standard and ad hoc reports:

1. Select Reports from the content menu across the top of the screen.
2. Position your cursor on a Standard Reports or Ad Hoc Reports link title to access screens that allow you to view:
3. Installation reports or quality assurance reports; or
4. Screens that allow you to create, edit (only reports you created), or run ad hoc reports.
5. The cursor displays in the shape of a hand.
6. Click the link title to access screens for the selected link. If you select a Standard Reports link, additional menus will display, from which you can select specific standard reports. Selecting an Ad Hoc Report option will either display the Ad Hoc Report Wizard, or the Edit an Ad Hoc Report screens depending on which ad hoc option you select.
7. Click the [Back] button on the browser tool bar to return to the Report Menu.
8. Refer to one of the following sections for additional instructions:
   - **INSTALLATION REPORTS**
   - **QUALITY ASSURANCE REPORTS**
   - **CREATE AN AD HOC REPORT**
   - **EDIT AN AD HOC REPORT**
   - **RUN AN AD HOC REPORT**

REPORT CRITERIA

The REPORT CRITERIA screen is accessible from standard reports. This screen enters and searches for specific report information and to then run a report based upon the criteria entered. The REPORT CRITERIA screen contains the data fields that you can select to search for information. The data fields on this screen may vary in number, depending upon the report you are running. Along the bottom of the screen are button(s) that execute the functions available for this screen.

The graphic below depicts a REPORT CRITERIA screen.



Data Fields

Field Name	Definition	Entry Allowed
Agency	Name of the agency responsible for the installation.	Selectable
Bureau	Name of the bureau within the agency responsible for the installation.	Selectable
Installation # (5 digits)	Tracking number that represents the installation.	Enterable
City	City where the installation is located.	Enterable
State	State where the installation is located.	Selectable
County	County where the installation is located.	Enterable
Zone	Zone where the installation is located.	Selectable
Region	Region where the installation is located.	Selectable
Country	Country where the installation is located.	Selectable
Status	Indicates an installation's status (i.e., Active, Baselined, Closed, Deferred, or Rescheduled).	Selectable

Screen Functions

Button Name	Function
Clear	Clears data from all fields.
Help	Provides on-line help for the REPORT CRITERIA screen.
Submit	Initiates the search for records matching the criteria entered and runs the report.

Screen Navigation

Refer to the table below to navigate through the REPORT CRITERIA screen.

If you want to…	Then…
Clear all data fields	Click the [Clear] button and re-enter data.
Exit HELP and return to this screen	Click the button to close the Help window.
Exit the *REPORT CRITERIA* screen	Click another menu option from the content menu across the top of the screen, or
	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Initiate a search	Enter search criteria and then click the [Submit] button.
Move between fields	Press the [Tab] key.
View a listing of available field options (where applicable)	Click the down-pointing arrow next to the field and then click the desired option.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Using Report Criteria to Run a Report

Follow the steps below to use report criteria to run a report:

1. Select Reports from the content menu across the top of most screens.
2. Click on an underlined Standard Reports link (i.e., Installation Reports, or Quality Assurance Reports).
3. Select a standard report from the displayed menu. (Note: Standard reports search using the Report Criteria screen.)
4. Enter or select report search criteria on the Report Criteria screen. Click the down-arrows to display the available options, where applicable. (Note: You must enter at least one criterion.)
5. Click the [Submit] button to initiate the search. The selected report displays on your screen.

INSTALLATION REPORTS

The INSTALLATION REPORTS screen is accessible from the ***Report Menu***. This screen provides access to a variety of standard installation reports.

The graphic below depicts the INSTALLATION REPORTS screen.

Screen Functions

Button Name	Function
Help	Provides on-line help for the INSTALLATION REPORTS screen.

Screen Navigation

Refer to the table below to navigate through the INSTALLATION REPORTS screen.

If you want to…	Then…
Exit HELP and return to this screen	Click the ✕ button to close the Help window.
Exit the *INSTALLATION REPORTS* screen	Click the [Back] button on the browser tool bar to return to the previous screen.
Run a specific installation report	Click on the (underlined) report title.
Get on-line printing instructions	Click on the (underlined) link entitled *instructions*.
Get screen specific help	Click the [Help] button on the bottom of the screen.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Accessing Standard Installation Reports

Follow the steps below to view a standard installation report:

1. Select ***Report***s from the content menu across the top of the screen. The ***Report Menu*** screen displays.

2. Position your cursor and then click on the underlined link ***Installation Reports*** and click the mouse. A menu of *standard* installation reports displays.

3. Click the underlined *Instructions* link to view printing instructions. Click the [Back] button on the browser tool bar to return to the ***Installation Reports*** screen once you have read the instructions.

4. Position your cursor on an underlined report title and then click the mouse. The ***Report Criteria*** screen displays.

5. Enter the report criteria and click the [Submit] button. The selected report is displayed.

6. Click the [Back] button on the browser tool bar to return to the ***Report Criteria*** screen.

7. Enter report criteria and click [Submit] to display the *same* report with different criteria or click the click the [Back] button on the browser tool bar to return to the ***Installation Reports*** screen and then select another report to view.

QUALITY ASSURANCE REPORTS

The QUALITY ASSURANCE REPORTS screen is accessible from the ***Report Menu***. This screen provides access to a variety of standard quality assurance reports.

The graphic below depicts the QUALITY ASSURANCE REPORTS screen.

Screen Functions

Button Name	Function
Help	Provides on-line help for the QUALITY ASSURANCE REPORTS screen.

Screen Navigation

Refer to the table below to navigate through the QUALITY ASSURANCE REPORTS screen.

If you want to…	Then…
Exit HELP and return to this screen	Click the ✕ button to close the Help window.
Exit the *QUALITY ASSURANCE REPORTS* screen	Click the [Back] button on the browser tool bar to return to the previous screen.
Run a specific quality assurance report	Click on the (underlined) report title.
Get on-line printing instructions	Click on the (underlined) link entitled *instructions*.
Get screen specific help	Click the [Help] button on the bottom of the screen.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Accessing Standard Quality Assurance Reports

Follow the steps below to view a standard quality assurance report:

1. Select Reports from the content menu across the top of the screen. The Report Menu screen displays.
2. Position your cursor on the underlined link Quality Assurance Reports and click the mouse. A menu of standard quality assurance reports displays.
3. Click the underlined Instructions link to view printing instructions. Click the [Back] button on the browser tool bar to return to the Quality Assurance Reports screen once you have read the instructions.
4. Position your cursor on an underlined report title and then click the mouse. The Report Criteria screen displays.
5. Enter the report criteria and click the [Submit] button. The selected report is displayed.
6. Click the [Back] button on the browser tool bar to return to the Report Criteria screen.
7. Enter report criteria and click [Submit], or click the [Back] button on the browser tool bar to return to the Quality Assurance Reports screen and then select another report to view.

AD HOC REPORT WIZARD (OVERVIEW)

The AD HOC REPORT WIZARD screens are accessible from the ***Create an Ad Hoc Report*** and ***Edit an Ad Hoc Report*** options of the ***Report Menu*** screen.

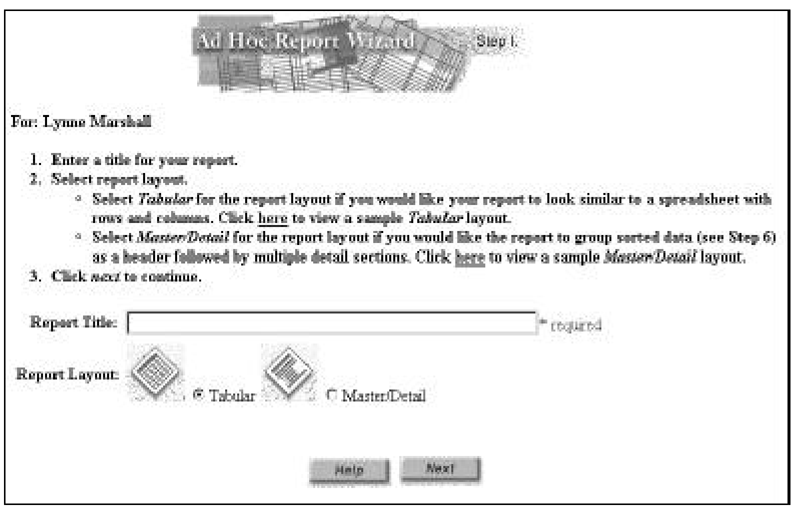
AD HOC REPORT WIZARD screens create and edit reports based on information that you request. The AD HOC REPORT WIZARD consists of seven screens that allow you to choose the type of data you want to see, the format, layout, criteria, and sort order. Additionally you may choose the amount of detail you would like to see (e.g., line item totals or summarized totals). The AD HOC REPORT WIZARD allows you to keep your reports private, so that only you have access to the report, or it allows you to provide public access to your reports. Ad hoc reports may be edited using the AD HOC REPORT WIZARD, but only by the user who created them.

Ad Hoc Report Wizard – Step I

The purpose of the AD HOC REPORT WIZARD – STEP I screen is to give your report a title and to select the report layout. Report layouts are either *Tabular*, which displays the data similar to a spreadsheet with rows and columns or *Master/Detail*, which groups sorted data (see Step VI) as a header followed by multiple detail sections.

The AD HOC REPORT WIZARD – STEP I screen contains the Report Title field and the Report Layout icons and radio buttons. Along the bottom of the screen are button(s) that execute the functions available for this screen.

The graphic below depicts the AD HOC REPORT WIZARD – STEP I screen.



Data Fields (Step I)

Field Name	Definition	Entry Allowed
For	Name of the person responsible for creating the report.	Non-enterable
Report Title	Name given the report.	Mandatory
Report Layout	Radio button indicating how report data will be displayed.	Default layout selected, but the layout is changeable.

Screen Functions (Step I)

Button Name	Function
Help	Provides on-line help for the *AD HOC REPORT WIZARD – STEP I* screen.
Next	Goes to the *AD HOC REPORT WIZARD – STEP II* screen.

Screen Navigation (Step I)

Refer to the table below to navigate through the AD HOC REPORT WIZARD – STEP I screen.

If you want to…	Then…
Exit HELP and return to this screen	Click the  button to close the Help window.
Exit the *AD HOC REPORT WIZARD – STEP I* screen without saving the new data entered	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Go to the next step in creating or updating an ad hoc report	Click the [Next] button on the bottom of the screen. The data is saved and you go to the next screen *(AD HOC REPORT WIZARD – STEP II).*
Move between fields	Press the [Tab] key.
Select a report layout	Click the "radio button" next to your layout choice.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.
View sample report layouts	Click the appropriate underlined *here* link.

Completing Step I

Follow the steps below to name your report and select a report layout:

1. Enter a title for your report.
2. Select a Report Layout.
   - Click the ***Tabular*** radio button if you would like your report to look similar to a spreadsheet with rows and columns. Click the appropriate "here" link to view a sample of a *tabular* layout.
   - Click the ***Master/Detail*** radio button if you would like the report to group sorted data (see Step VI) as a header followed by multiple detail sections. Click the appropriate "here" link to view a sample of a *Master/Detail* layout.
3. Click the [Next] button to continue with the report creating or updating process. The ***Ad Hoc Report Wizard – Step II*** screen appears.

Ad Hoc Report Wizard – Step II

The AD HOC REPORT WIZARD – STEP II screen selects the type of data to be included in the report (i.e., Installation). This screen also allows you to indicate whether the data will be displayed with totals, and if so, whether the totals are line item or summarized totals. Line item totals present a more detailed report than summarized totals. Select the *Line item with report totals* option if you would like a report with detail information, as well as group and report totals. Select the *Summarize line items into totals* option if you would like a report with group and report totals only. Samples of each total type are provided through "here" links. Selections made on this screen directly impact the data shown on the next screen.

The graphic below depicts the AD HOC REPORT WIZARD – STEP II screen.

Data Fields (Step II)

Field Name	Definition	Entry Allowed
For	Name of the person responsible for creating the report.	Non-enterable
Report Data	Indicates that only installation information will be displayed on the report.	Selectable (Note: Only installation data is available.)
Report Totals	Indicates whether the data will be totaled, and if so, whether the totals are by line item or are summarized line items.	Default format selected, but the format is changeable

Screen Functions (Step II)

Button Name	Function
Back	Returns to the *AD HOC REPORT WIZARD – STEP I* screen.
Help	Provides on-line help for the *AD HOC REPORT WIZARD – STEP II* screen.
Next	Goes to the *AD HOC REPORT WIZARD – STEP III* screen.

Screen Navigation (Step II)

Refer to the table below to navigate through the AD HOC REPORT WIZARD – STEP II screen.

If you want to…	Then…
Exit HELP and return to this screen	Click the ☒ button to close the Help window.
Exit the *AD HOC REPORT WIZARD – STEP II* screen without saving the new data entered	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Go to the next step in creating or updating an ad hoc report	Click the [Next] button on the bottom of the screen. The data is saved and you go to the next screen *(AD HOC REPORT WIZARD – STEP III).*
Move between fields	Press the [Tab] key.
Return to *Step I* of the *AD HOC REPORT WIZARD* screens.	Click the [Back] button on the bottom of the screen.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Completing Step II

Follow the steps below to select report data (i.e., installation data) and a totaling option:

1. Select the type of information you would like on the report.

2. Select a totaling option.

   - Select ***No Totals*** if you would not like any totals on your report. Click to view a sample report with *No Totals.*
   - Select ***Line item with report totals*** if you would like a report with detail information as well as group and report totals. Click to view a sample report with *Line item with report totals.*
   - Select ***Summarize line items into totals*** if you would like a report with group and report totals only. This report will not include detail information and will be summary in nature. Click to view a sample report with *Summarize line items into totals.*

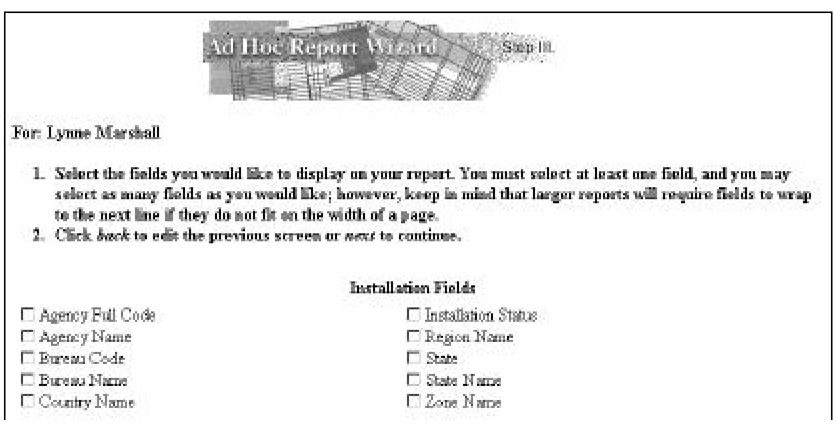
3. Click the [Back] button on the bottom of the screen to save the current screen and edit the previous Wizard screen, or click the [Next] button to save the current screen and continue with the report creating or updating process. The ***Ad Hoc Report Wizard – Step III*** screen appears.

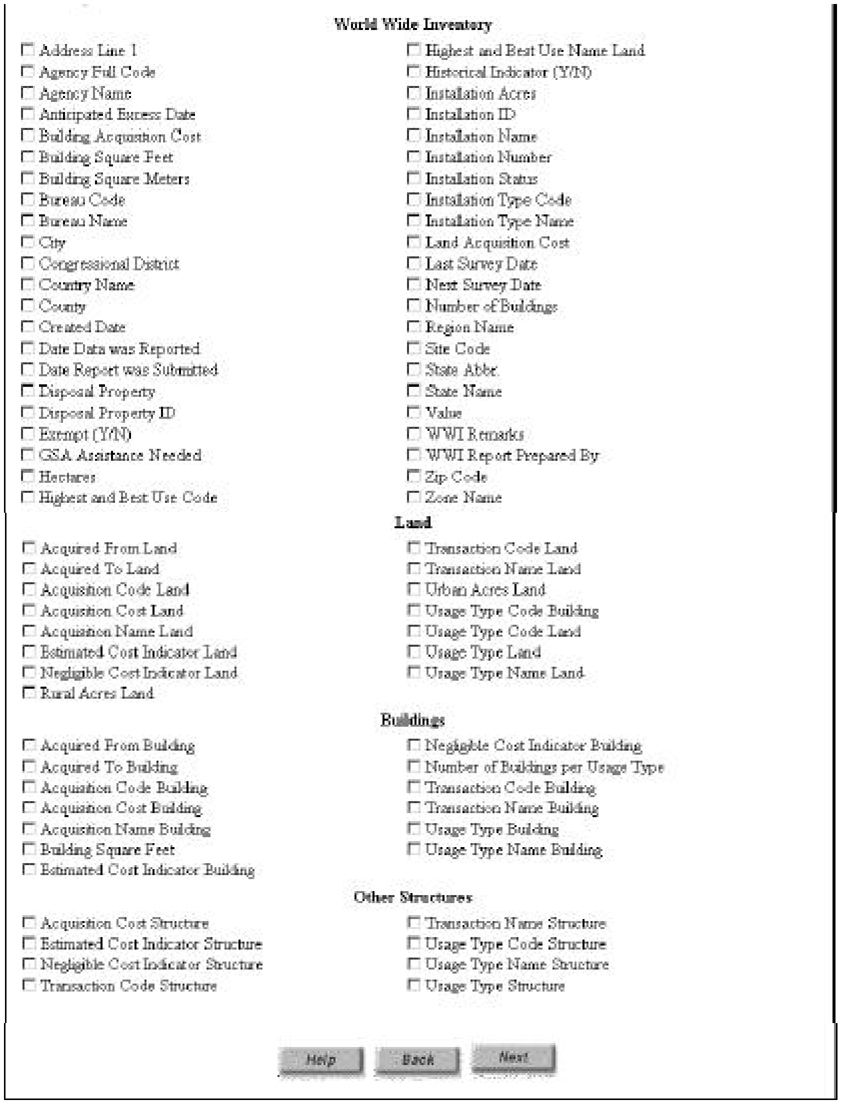
Ad Hoc Report Wizard – Step III

The AD HOC REPORT WIZARD – STEP III screen allows you to select the data displayed on the report. You may select as many fields as you would like; however, keep in mind that the number of fields selected will directly affect how the data is displayed (e.g., larger reports will require fields to wrap data to the next line or print on multiple pages).

The AD HOC REPORT WIZARD – STEP III screen contains the data available for inclusion within the report. The data available on this screen is directly related to the information selected (i.e., report data, and whether data is totaled and how) on the previous screen (Step II). Along the bottom of the screen are button(s) that execute the functions available for this screen.

The graphic below depicts the AD HOC REPORT WIZARD – STEP III screen.





World Wide Inventory

☐ Address Line 1	☐ Highest and Best Use Name Land
☐ Agency Full Code	☐ Historical Indicator (Y/N)
☐ Agency Name	☐ Installation Acres
☐ Anticipated Excess Date	☐ Installation ID
☐ Building Acquisition Cost	☐ Installation Name
☐ Building Square Feet	☐ Installation Number
☐ Building Square Meters	☐ Installation Status
☐ Bureau Code	☐ Installation Type Code
☐ Bureau Name	☐ Installation Type Name
☐ City	☐ Land Acquisition Cost
☐ Congressional District	☐ Last Survey Date
☐ Country Name	☐ Next Survey Date
☐ County	☐ Number of Buildings
☐ Created Date	☐ Region Name
☐ Date Data was Reported	☐ Site Code
☐ Date Report was Submitted	☐ State Abbr.
☐ Disposal Property	☐ State Name
☐ Disposal Property ID	☐ Value
☐ Exempt (Y/N)	☐ WWI Remarks
☐ GSA Assistance Needed	☐ WWI Report Prepared By
☐ Hectares	☐ Zip Code
☐ Highest and Best Use Code	☐ Zone Name

Land

☐ Acquired From Land	☐ Transaction Code Land
☐ Acquired To Land	☐ Transaction Name Land
☐ Acquisition Code Land	☐ Urban Acres Land
☐ Acquisition Cost Land	☐ Usage Type Code Building
☐ Acquisition Name Land	☐ Usage Type Code Land
☐ Estimated Cost Indicator Land	☐ Usage Type Land
☐ Negligible Cost Indicator Land	☐ Usage Type Name Land
☐ Rural Acres Land	

Buildings

☐ Acquired From Building	☐ Negligible Cost Indicator Building
☐ Acquired To Building	☐ Number of Buildings per Usage Type
☐ Acquisition Code Building	☐ Transaction Code Building
☐ Acquisition Cost Building	☐ Transaction Name Building
☐ Acquisition Name Building	☐ Usage Type Building
☐ Building Square Feet	☐ Usage Type Name Building
☐ Estimated Cost Indicator Building	

Other Structures

☐ Acquisition Cost Structure	☐ Transaction Name Structure
☐ Estimated Cost Indicator Structure	☐ Usage Type Code Structure
☐ Negligible Cost Indicator Structure	☐ Usage Type Name Structure
☐ Transaction Code Structure	☐ Usage Type Structure

Help Back Next

Data Fields (Step III)

Field Name	Definition	Entry Allowed
For	Name of the person responsible for creating the report.	Non-enterable
Display fields	Indicates the fields available for display on the report.	Selectable

Screen Functions (Step III)

Button Name	Function
Back	Returns to the *AD HOC REPORT WIZARD – STEP II* screen.
Help	Provides on-line help for the *AD HOC REPORT WIZARD – STEP III* screen.
Next	Goes to the *AD HOC REPORT WIZARD – STEP IV* screen.

Screen Navigation (Step III)

Refer to the table below to navigate through the AD HOC REPORT WIZARD – STEP III screen.

If you want to…	Then…
Exit HELP and return to this screen	Click the button to close the Help window.
Exit the *AD HOC REPORT WIZARD – STEP III* screen without saving the new data entered	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Go to the next step in creating or updating an ad hoc report	Click the [Next] button on the bottom of the screen. The data is saved and you go to the next screen *(AD HOC REPORT WIZARD – STEP IV).*
Move between fields	Press the [Tab] key.
Return to *Step II* of the *AD HOC REPORT WIZARD* screens.	Click the [Back] button on the bottom of the screen.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Completing Step III

Follow the steps below to select the fields you want displayed on your report:

1. Select the fields you would like to display on your report. You can select as many fields as you would like; however, keep in mind that larger reports will require fields to wrap to the next line or print on multiple pages if they do not fit the page width.

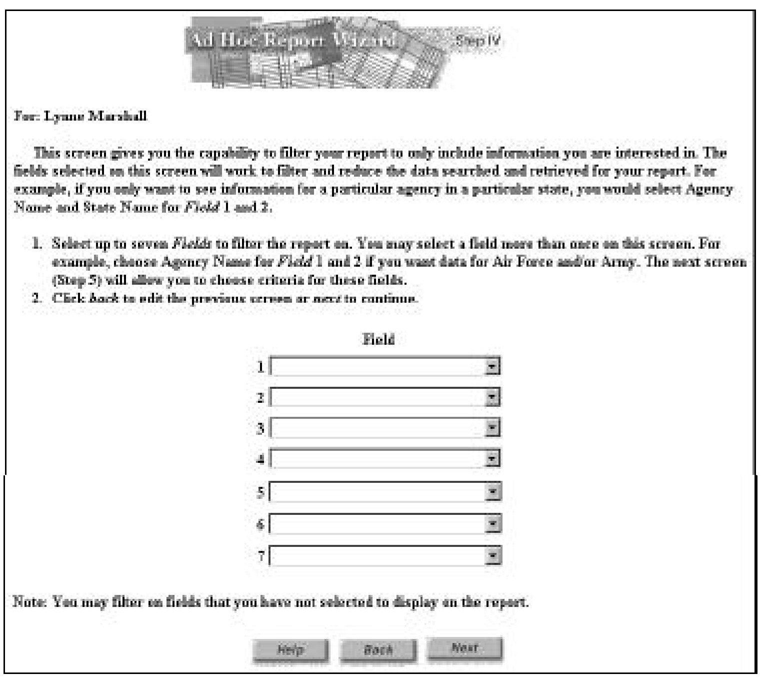
2. Click the [Back] button on the bottom of the screen to save the current screen and edit the previous Wizard screen, or click the [Next] button on the bottom of the screen to save the current screen and continue with the report creating or updating process. The ***Ad Hoc Report Wizard – Step IV*** screen appears.

Ad Hoc Report Wizard – Step IV

The AD HOC REPORT WIZARD – STEP IV screen allows you to filter on the data selected for display on the report. The conditions selected on this screen will not appear on the report as data unless you selected them on the previous screen (Step III), but rather work to filter and reduce the data searched and retrieved for the report. You may choose up to seven fields to filter your report. The next screen (Step V) allows you to choose values for these fields.

The AD HOC REPORT WIZARD – STEP IV screen contains the fields you would like to filter on. Along the bottom of the screen are button(s) that execute the functions available for this screen.

The graphic below depicts the AD HOC REPORT WIZARD – STEP IV screen.



Data Fields (Step IV)

Field Name	Definition	Entry Allowed
For	Name of the person responsible for creating the report.	Non-enterable
Field	Indicates the field(s) selected for further filtering.	Selectable

Screen Functions (Step IV)

Button Name	Function
Back	Returns to the *AD HOC REPORT WIZARD – STEP III* screen.
Help	Provides on-line help for the *AD HOC REPORT WIZARD – STEP IV* screen.
Next	Goes to the *AD HOC REPORT WIZARD – STEP V* screen.

Screen Navigation (Step IV)

Refer to the table below to navigate through the AD HOC REPORT WIZARD – STEP IV screen.

If you want to…	Then…
Display field options	Click the down-pointing arrow next to the field and then click the desired option.
Exit HELP and return to this screen	Click the  button to close the Help window.
Exit the *AD HOC REPORT WIZARD – STEP IV* screen without saving the new data entered	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Go to the next step in creating or updating an ad hoc report	Click the [Next] button on the bottom of the screen. The data is saved and you go to the next screen *(AD HOC REPORT WIZARD – STEP V).*
Move between fields	Press the [Tab] key.
Return to *Step III* of the *AD HOC REPORT WIZARD* screens.	Click the [Back] button on the bottom of the screen.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Completing Step IV

Follow the steps below to filter your report to only include information you are interested in. For example, if you only want to see information for a particular agency in a particular state, you would select Agency Name and State Name for Field 1 and 2.

1. Select up to seven Fields to filter the report on. Click the down-arrow to display available options. The next screen (Step V) will allow you to choose criteria for these fields. You may select a field more than once on this screen. For example, choose Agency Name for Field 1 and Field 2 if you want data for Air Force and/or for Army.

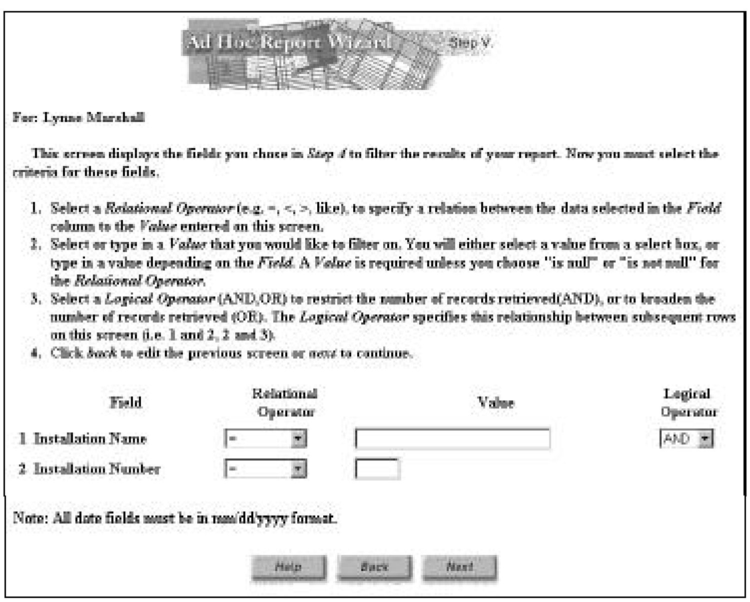
2. Click the [Back] button on the bottom of the screen to save the current screen and edit the previous Wizard screen, or click the [Next] button on the bottom of the screen to save the current screen and continue with the report creating or updating process. The ***Ad Hoc Report Wizard – Step V*** screen appears.

Ad Hoc Report Wizard – Step V

The AD HOC REPORT WIZARD – STEP V screen allows you to set conditions on the fields selected on the previous screen. This will filter the data displayed in your final report.

The AD HOC REPORT WIZARD – STEP V screen contains fields for limiting, previously selected data (from Step IV) based on conditions you set. You may select Relational Operators (i.e., =equal to, <less than, >greater than, <=less than or equal to, =>greater than or equal to, <>not equal to, like, is null, and is not null) to specify the relation between the data selected on the *Step IV* screen and values entered on this screen. The Value field will be a select box (with a down-arrow) or a text box, depending upon the Field chosen in Step IV. The Value field is required unless the Relational Operator is one of the following: *is null* or *is not null.* Using Logical Operators (i.e., OR and AND), you can further specify the logical relationship of inclusion (OR-*which broadens the number of records retrieved*) or exclusion (AND-*which restricts the number of records retrieved*) between data selected in subsequent rows of this screen.

The graphic below depicts the AD HOC REPORT WIZARD – STEP V screen.



Data Fields (Step V)

Field Name	Definition	Entry Allowed
For	Name of the person responsible for creating the report.	Non-enterable
Field	Indicates a previously selected data value to be used for filtering.	Non-enterable
Relational Operator	Value used to specify the relation between the data shown in the corresponding Field and a value entered on this screen in the corresponding Value field (i.e., =equal to, <less than, >greater than, <=less than or equal to, =>greater than or equal to, <>not equal to, like, is null, and is not null).	Selectable
Value	A set condition that must be met.	Enterable or Selectable
Logical Operator	Value used to further specify the logical relationship of inclusion (OR), or exclusion (AND) between data shown in the corresponding field entitled Field and the next field and value set.	Selectable

Screen Functions (Step V)

Button Name	Function
Back	Returns to the *AD HOC REPORT WIZARD – STEP IV* screen.
Help	Provides on-line help for the *AD HOC REPORT WIZARD – STEP V* screen.
Next	Goes to the *AD HOC REPORT WIZARD – STEP VI* screen.

Screen Navigation (Step V)

Refer to the table below to navigate through the AD HOC REPORT WIZARD – STEP V screen.

If you want to…	Then…
Display field value options (where applicable)	Click the down-pointing arrow in the Value column and then click the desired option.
Exit HELP and return to this screen	Click the button to close the Help window.
Exit the *AD HOC REPORT WIZARD – STEP V* screen without saving the new data entered	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Go to the next step in creating or updating an ad hoc report	Click the [Next] button on the bottom of the screen. The data is saved and you go to the next screen *(AD HOC REPORT WIZARD – STEP VI).*
Move between fields	Press the [Tab] key.
Return to *Step IV* of the *AD HOC REPORT WIZARD* screens.	Click the [Back] button on the bottom of the screen.

If you want to…	Then…
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Completing Step V

Follow the steps below to select the criteria for the fields you chose in Step IV to filter the results of your report:

1. Select a ***Relational Operator*** (e.g., =, <, >, like) to specify a relationship between the data selected in the ***Field*** column, to the ***Value*** entered on this screen.

2. Select or type in a ***Value*** that you would like to filter on. You will either select a value from a select box, or type in a value depending on the ***Field***. A ***Value*** is required unless you choose "is null" or "is not null" for the ***Relational Operator***.

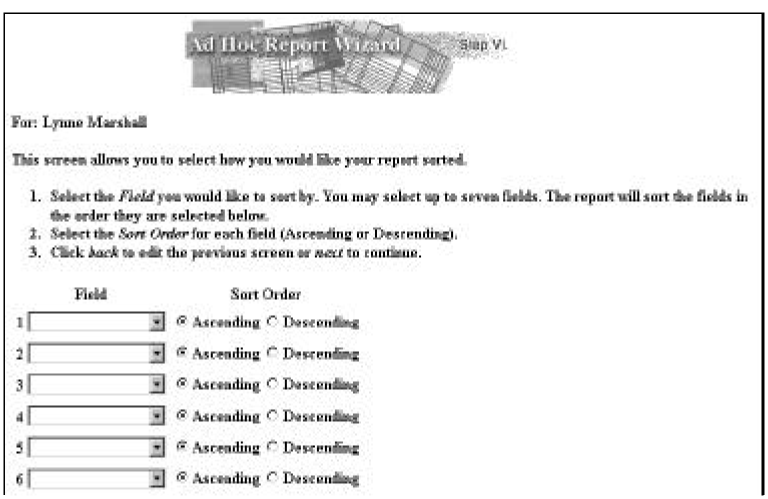
3. Select a ***Logical Operator*** (AND, OR) to restrict the number of records retrieved (AND), or to broaden the number of records retrieved (OR). The ***Logical Operator*** specifies this relationship between subsequent rows on this screen (e.g., 1 and 2, 2 and 3).

4. Click the [Back] button on the bottom of the screen to save the current screen and edit the previous Wizard screen, or click the [Next] button on the bottom of the screen to save the current screen and continue with the report creating or updating process. The ***Ad Hoc Report Wizard – Step VI*** screen appears.

Ad Hoc Report Wizard – Step VI

The AD HOC REPORT WIZARD – STEP VI screen allows you select how you want data to be sorted for your report. You may select up to seven fields. The report will sort the fields in the order they are selected. Data is sorted in ascending (i.e., arranged from first to last or smallest to largest), or descending (i.e., arranged from last to first or largest too smallest) order. If you have chosen to display totals on your report, totals will be calculated and displayed at each change in the sorting level.

The graphic below depicts the AD HOC REPORT WIZARD – STEP VI screen.



Data Fields (Step VI)

Field Name	Definition	Entry Allowed
For	Name of the person responsible for creating the report.	Non-enterable
Field	Selected data value to be used for sorting.	Selectable
Sort Order	Radio button that indicates whether the sort order is ascending (i.e., arranged from first to last or smallest to largest), or descending (i.e., arranged from last to first or largest too smallest).	Default sort order is selected, but the order is changeable

Screen Functions (Step VI)

Button Name	Function
Back	Returns to the *AD HOC REPORT WIZARD – STEP V* screen.
Help	Provides on-line help for the*AD HOC REPORT WIZARD – STEP VI* screen.
Next	Goes to the *AD HOC REPORT WIZARD – STEP VII* screen.

Screen Navigation (Step VI)

Refer to the table below to navigate through the AD HOC REPORT WIZARD – STEP VI screen.

If you want to…	Then…
Display field options	Click the down-pointing arrow next to the field and then click the desired option.
Exit HELP and return to this screen	Click the  button to close the Help window.
Exit the *AD HOC REPORT WIZARD – STEP VI* screen without saving the new data entered	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Go to the next step in creating or updating an ad hoc report	Click the [Next] button on the bottom of the screen. The data is saved and you go to the next screen*(AD HOC REPORT WIZARD – STEP VII).*
Move between fields	Press the [Tab] key.
Return to *Step V* of the *AD HOC REPORT WIZARD* screens.	Click the [Back] button on the bottom of the screen.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Completing Step VI

Follow the steps below to select how you want your report sorted.

1. Select the ***Field*** you would like to sort by. You may select up to seven fields and the report will be sorted in the order they are selected on the screen.

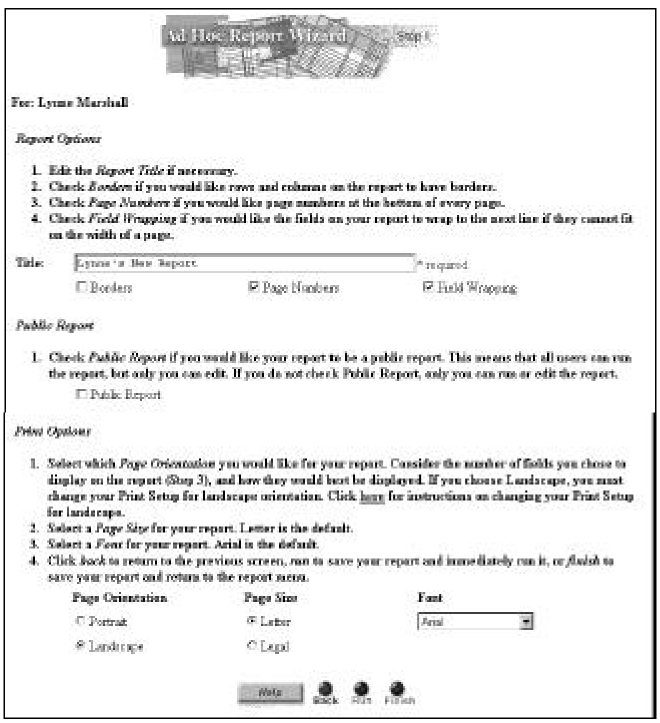
2. Select the ***Sort Order*** for each field. Ascending order will arranged the data from first to last or smallest to largest. Descending order will arranged the data from last to first or largest to smallest.

3. Click the [Back] button (on the bottom of the screen) to edit the previous Wizard screen, or click [Next] to continue with the report creating or updating process. The ***Ad Hoc Report Wizard – Step VII*** screen appears.

Ad Hoc Report Wizard – Step VII

The AD HOC REPORT WIZARD – STEP VII screen allows you to edit the report title and select report options. This screen contains Report Options, Public Report indicator, and Print Options. In addition, the Report Title field is available for updating, if necessary. Along the bottom of the screen are button(s) that execute the functions available for this screen.

The graphic below depicts the AD HOC REPORT WIZARD – STEP VII screen.



Data Fields (Step VII)

Field Name	Definition	Entry Allowed
For	Name of the person responsible for creating the report.	Non-enterable
Report Options Title	Name given the report.	Mandatory
Borders	Toggles to indicate whether rows and columns should have borders. A check mark indicates borders should be included.	Toggles
Page Numbers	Toggles to indicate whether to include page numbers on the report. A check mark indicates page numbers should be included.	Toggles
Field Wrapping	Toggles to indicate whether the fields on the report should wrap to the next line if they cannot fit the page width. A check mark indicates the fields should wrap.	Toggle
Public Report Public Report	Toggles to indicate whether the report is public, allowing all users to run the report. A check mark indicates the report is Public.	Toggles
Print Options Page Orientation	Radio button indicates the report will print *portrait* (longest measurement is vertical), or *landscape* (longest measurement is horizontal).	Default page orientation is selected, but the orientation is changeable
Page Size	Radio button indicates the report size will be either letter (81/2 x 11) or legal (81/2 x 14).	Default page size is selected, but the size is changeable
Font	Indicates the font used to print the report.	Default font is selected, but the font is changeable

Screen Functions (Step VII)

Button Name	Function
Back	Returns to the *AD HOC REPORT WIZARD – STEP VI* screen.
Finish	Saves the report and returns to the *Report Menu.*
Help	Provides on-line help for the *AD HOC REPORT WIZARD – STEP VII* screen.
Run	Saves the report and immediately runs it.

Screen Navigation (Step VII)

Refer to the table below to navigate through the AD HOC REPORT WIZARD – STEP VII screen.

If you want to…	Then…
Exit HELP and return to this screen	Click the ☒ button to close the Help window.

If you want to…	Then…
Exit the *AD HOC REPORT WIZARD – STEP VII* screen without saving the new data entered	Click the [Back] button on the browser tool bar to return to the previous screen.
Get screen specific help	Click the [Help] button on the bottom of the screen.
Move between fields	Press the [Tab] key.
Return to *Step VI* of the *AD HOC REPORT WIZARD* screens.	Click the [Back] button on the bottom of the screen.
Run the report	Click the [Run] button on the bottom of the screen to save the report record and to immediately run the report.
Save the data entered and return to the *Report Menu*	Click the [Finish] button on the bottom of the screen to save the record and return to the *Report Menu*.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Completing Step VII

Follow the steps below to select Report Options, Public Report, and Print Options:

1. Select or update ***Report Options***.

- Edit the report ***Title*** if necessary.
- Click in the ***Borders*** box if you would like row and column borders to appear on your report.
- Click in the ***Page Numbers*** box if you would like page numbers at the bottom of every page.
- Click in the ***Field Wrapping*** box if would like the fields on your report to wrap to the next line if they cannot fit the page width.

2. Click in the ***Public Report*** box if you would like your report to be a public report. This means that all users can run the report, but only you can edit. If you do not check Public Report, only you can run or edit the report.

3. Select which ***Page Orientation*** (i.e., Portrait or Landscape) you would like for the report. Consider the number of fields you chose to display on the report (Step III), and how they would best be displayed. If you choose *Landscape*, you must change your *Print Setup* for landscape orientation (unless you are already in landscape orientation). Click the link to display instructions on changing your Print Setup for landscape.

4. Select a Page Size (i.e., Letter or Legal) for your report. Letter is the default.

5. Select a Font (i.e., Arial, Courier New, and New Times Roman) for your report. Arial is the default.

6. Click the [Back] button on the bottom of the screen to return to the previous Wizard screen, [Run] to save your report and immediately run it, or [Finish] to save your report and return to the report menu.

CREATING OR EDITING AN AD HOC REPORT

Follow the steps below to create or edit an ad hoc report:

1. Select ***Create an Ad Hoc Report*** or ***Edit an Ad Hoc Report*** from the Report Menu under Ad Hoc Reports.
2. If you selected to edit a report, the ***Edit an Ad Hoc Report*** screen displays first and then the ***Ad Hoc Report Wizard – Step I*** screen appears. Click on the report Title you wish to edit from the ***Edit an Ad Hoc Report*** screen.
3. Name your report by entering or updating a title in the *Report Title* field, select how data should be displayed (i.e., Tabular or Master/Detail), and then click the [Next] button to save your entries and selection; and to go to the next screen. The ***Ad Hoc Report Wizard – Step II*** screen appears.
4. Click on the Report Data field to select the type of information you would like to view.
5. Click a radio button to indicate whether or not totals will be shown on the report. If you want to show totals, you must indicate whether you want "line item" totals, (which is very detailed) or "summarize line item" totals. The "summarize line item" totals is a roll-up of line item totals, and is therefore, a less detailed report. Click the [Next] button on the bottom of the screen to save your selections and to go to the ***Ad Hoc Report Wizard – Step III*** screen.
6. Click to select the fields you would like displayed on the report. Click the [Next] button on the bottom of the screen to save your selections and to go to the ***Ad Hoc Report Wizard – Step IV*** screen.
7. Select up to seven fields you would like to set other conditions on. You must select at least one field to filter on. Click the down-arrow to view available options. You may select the same field more than once if you want to set multiple conditions on the same field. Click the [Next] button on the bottom of the screen to save selections and to go to the ***Ad Hoc Report Wizard – Step V*** screen.
8. Select a ***Relational Operator***, enter a conditional ***Value***, and then select a ***Logical Operator*** to further limit the report results. This step may be repeated up to seven times. Click the [Next] button on the bottom of the screen to save your selections and entries and to go to the ***Ad Hoc Report Wizard – Step VI*** screen.
9. Select the field ***Values*** (click the down-arrow to display available values) you want to sort data on, and then click a radio button to indicate whether to sort the selected data in ascending or descending order. You may sort up to seven values. Click the [Next] button on the bottom of the screen to save your selections and to go to the ***Ad Hoc Report Wizard – Step VII*** screen.
10. Select ***Report Options*** (i.e., borders, page numbers, and field wrapping, as well as to making the report Public) that you would like applied to the report. Select the page orientation (i.e., to print vertically [Portrait] or horizontally [Landscape] – printing landscape requires a change in the print setup unless you are already set up to print landscape). Select a page size (i.e., letter or legal) and a font (i.e., Arial, Courier New, and New Times Roman).
11. Click the [Finish] button to save the report and return to the ***Report Menu*** screen, or click the [Run] button to save the report and immediately run it.

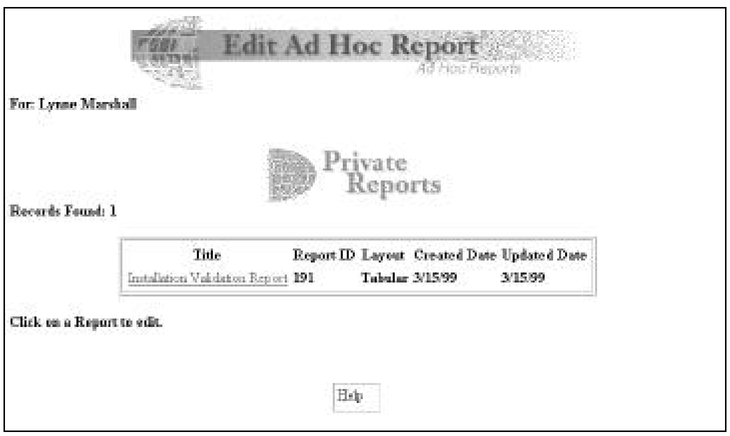
EDIT AN AD HOC REPORT

The EDIT AN AD HOC REPORT screen is accessible from the ***Report Menu*** by selecting the *Edit an Ad Hoc Report* option.

The purpose of the EDIT AN AD HOC REPORT screen is to provide access to a menu of the ad hoc reports. If you select *Edit an Ad Hoc Report*, the ad hoc reports shown will consist of reports that you created. Reports you have created, including reports you have made Public are displayed under Private Reports. Ad hoc reports can be made available to all users to run and print. These reports are called Public Reports. Making a report Public does not mean that other users can edit the report, it only allows users other than the report creator to run or print the report. Only the user, who created them, can edit ad hoc reports. You can make your reports Public, or you can keep them Private. If at any time you are editing a report that you made Public, the report status automatically changes to Private and once you complete your edits, you must make the report Public again. The user's name appears on the screen.

The EDIT AN AD HOC REPORT screen contains links to ad hoc reports created by you, that you can edit. Along the bottom of the screen are button(s) that execute the functions available for this screen.

The graphic below depicts the EDIT AN AD HOC REPORT screen.



Data Fields

Field Name	Definition	Entry Allowed
Title	Report title	Non-enterable
Report ID	Identification code assigned to the ad hoc report.	Non-enterable
Layout	Indicates whether the report layout is tabular or master/detail.	Non-enterable
Created Date	Report creation date.	Non-enterable
Updated Date	Last date the report was updated.	Non-enterable

Screen Functions

Button Name	Function
Help	Provides on-line help for the EDIT AN AD HOC REPORT screen.

Screen Navigation

Refer to the table below to navigate through the EDIT AN AD HOC REPORT screen.

If you want to…	Then…
Edit an existing ad hoc report that you created	Position your cursor on the underlined title in the ***Private Report*** area and click the mouse.
Exit HELP and return to this screen	Click the  button to close the Help window.
Exit the *EDIT AN AD HOC REPORT* screen	Click the [Back] button on the browser tool bar to return to the previous screen.
Run a Private ad hoc report	Position your cursor on an underlined report title in the ***Private Reports*** area and click the mouse.
Run a Public ad hoc report	Position your cursor on an underlined report title in the ***Public Reports*** area and click the mouse.
Get screen specific help	Click the [Help] button on the bottom of the screen.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Accessing Ad Hoc Reports

Follow the steps below to access the EDIT AN AD HOC REPORT screen for the purpose of selecting an ad hoc report for editing or running:

1. Select ***Reports*** from the content menu located across the top of the screen.
2. Position your cursor on the ***Edit an Ad Hoc Report*** link and then click the link title.
3. Select an existing ad hoc report and then click on the report title. (***Note***: Depending on which link you used to access this screen, the screen will only display reports you created, or it will display (in addition to your reports) Public reports created by other users.)
4. If you accessed the EDIT AN AD HOC REPORT screen through ***Edit an Ad Hoc Report***, the ***Ad Hoc Report Wizard - Step 1*** screen displays. Continue to step 5 below.
5. Make edits to the necessary screens by pressing the [Next] button to save entries and selections, and to go to the next screen. For additional information on the *Ad Hoc Report Wizard*, review the instructions provided in this Guide for ***Ad Hoc Report Wizard*** screens.

RUN AD HOC REPORT

The RUN AD HOC REPORT screen is accessible from the ***Report Menu*** by selecting the *Run an Ad Hoc Report* option. This screen provides access to a menu of the ad hoc reports that you can run. If you select *Run an Ad Hoc Report*, the ad hoc reports shown will consist of reports other users have made Public, and all reports you have created. Reports you have created, including reports you have made Public are displayed under Private Reports. Ad hoc reports can be made available to all users to run and print. These reports are called Public Reports. Making a report Public does not mean that other users can edit the report, it only allows users other than the report creator to run or print the report. Only the user, who created them, can edit ad hoc reports. You can make your reports Public, or you can keep them Private.

The RUN AD HOC REPORT screen contains links to ad hoc reports created by you, that you can edit or it contains links to ad hoc reports created by you and other users that you can run and print. Along the bottom of the screen are button(s) that execute the functions available for this screen.

The graphic below depicts the RUN AD HOC REPORT screen.

Data Fields

Field Name	Definition	Entry Allowed
Title	Report title	Non-enterable
Report ID	Identification code assigned to the ad hoc report.	Non-enterable
Owner	Report owner indicates the person who created the report.	Non-enterable
Layout	Indicates whether the report layout is tabular or master/detail.	Non-enterable
Orientation	Indicates how the report will print *portrait* (longest measurement is vertical), or *landscape* (longest measurement is horizontal).	Non-enterable
Created Date	Report creation date.	Non-enterable
Updated Date	Last date the report was updated.	Non-enterable

Screen Functions

Button Name	Function
Help	Provides on-line help for the RUN AD HOC REPORT screen.

Screen Navigation

Refer to the table below to navigate through the RUN AD HOC REPORT screen.

If you want to…	Then…
Exit HELP and return to this screen	Click the  button to close the Help window.
Exit the *RUN AD HOC REPORT* screen	Click the [Back] button on the browser tool bar to return to the previous screen.
Run a Private ad hoc report	Position your cursor on an underlined report title in the ***Private Reports*** area and click the mouse.
Run a Public ad hoc report	Position your cursor on an underlined report title in the ***Public Reports*** area and click the mouse.
Get screen specific help	Click the [Help] button on the bottom of the screen.
View last or previous screen accessed	Click the [Back] and [Forward] buttons on the browser tool bar to view the screens accessed before and after the active screen.

Generating Ad Hoc Reports

Follow the steps below to access the RUN AD HOC REPORT screen for the purpose of generating an ad hoc report:

1. Select ***Reports*** from the content menu located across the top of the screen.
2. Position your cursor on the ***Run an Ad Hoc Report*** link and then click the link title.
3. Select an existing ad hoc report and then click on the report title. (***Note***: Depending on which link you used to access this screen, the screen will only display reports you created, or it will display (in addition to your reports) Public reports created by other users.)
4. The report that you selected displays on your screen. Click the [Back] button on the browser to return to the RUN AD HOC REPORT screen.
5. Make edits to the necessary screens by pressing the [Next] button to save entries and selections, and to go to the next screen. For additional information on the *Ad Hoc Report Wizard*, review the instructions provided in this Guide for ***Ad Hoc Report Wizard*** screens.